

ALBANY COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
OF SEPTEMBER 19, 2018

The Board of Directors of the Albany County Public Library (ACPL) met in regular session at the Beartree Restaurant in Centennial Wednesday, September 19, 2018 at 6:30p.m. Directors present were Mike Massie, Chris Merrill, and Scott Shoop. Also present were Tim Chesnut, Albany County Commissioner; Rachel Crocker, Assistant Director; Joel Defebaugh, County Attorney's office; Iris Marine, member of the public; Betsy Moore, Friends of the ACPL representative; Monica Owens, Youth Services Librarian; Lynette Parkhurst, Centennial Library and Cultural Association member; Kennedy Penn-O'Toole, Cataloger; Deb Shogren, Centennial Librarian; Ruth Troyanek, Library Director; Dan Turnquist, Centennial Library and Cultural Association member; Caitlin White, ACPL Foundation Executive Director; and Nancy Zennie, Centennial Library and Cultural Association member.

Massie called the meeting to order at 6:35 p.m.

INTRODUCTIONS:

- All present introduced themselves.

ROLL CALL:

- Three board members were in attendance (Massie, Merrill, and Shoop)

PUBLIC COMMENT:

- Martin Buchanan asked to have a job notification connected to new website
 - Crocker: not immediately feasible, jobs posted on Glassdoor and Indeed

MINUTES:

- Massie asked for changes to the minutes regarding the two motions that followed the executive session. The first motion passed 3-1, and the second motion passed 4-0

Massie entertained a motion to approve the minutes as amended. Merrill so moved. Shoop seconded. All ayes. Motion carried.

FINANCIAL REPORTS:

- Review of check register

Massie called for any objections to check register. Hearing none, the check register was approved.

- FY19 Budget
 - Added line for interest

- Expenses
 - High in several areas due to purchases that will last over a year
- Board finds new financial documents much easier to understand

Massie entertained a motion to accept FY19 budget as presented. Shoop so moved. Merrill seconded. All ayes. Motion carried.

- SPET spending
 - Timeline
 - First money in 2019
 - Will receive money as it comes in
 - Priorities
 - Door hardware
 - Lighting
 - Meeting room
 - Staff restroom and entrance
 - Public area furniture
 - Drainage
 - Staff work areas
 - Merrill expressed support for order of priorities
- Sales tax revenue
 - County Commission hoping equipment for new wind farms will drop in Albany County, if so, it will result in millions in sales tax revenue
- 5th penny sales tax vote in November
 - Troyanek will contact Susan Simpson about information to give to the public

LIBRARY DIRECTOR'S REPORT:

- ACPL hiring a new circulation assistant
 - Take apps through Bamboo, new HR software
- Compromised credit card
 - Crocker is researching
 - Possibly occurred through a vendor
- Contracts
 - Janitorial contract needs to be updated
 - Snow removal needs to be updated
 - County Attorney's Office will review
- Trees
 - 3 have lost large branches in past year
 - Randy Overstreet, Laramie city arborist, has examined
 - Suggests replacing with new varieties
- Technology
 - Telephones
 - Will separate from Albany Co.
 - Moving forward with purchase
 - Website
 - Go live in November

- Email
 - Transition to Google mail will happen this month
- Internet Speed
 - Minimal cost, 4x faster in Centennial, 2x in Laramie
- Overdrive
 - New e-material app, Libby

FOUNDATION REPORT (Caitlin White):

- Alice in Wonderland murder mystery fundraiser is Sept 22.
- Tickets are still available
- Special edition library card fundraiser
 - Photo of the Snowy Range
- Survey of patrons' desires for ACPL
 - Dreaming for the future
 - Use to create strategic long-term plan

FRIENDS REPORT (Betsy Moore):

- Volunteer Dick Waggener passed away
- Concerns about homeless man in outside stairwell
 - Troyanek has taken action
- Book Sale: November 3-10
 - Appreciation Night November 2

OLD BUSINESS:

- Centennial Library and Cultural Association Contract
 - Delay due to County Attorney's Office

Massie entertained a motion to approve the CLCA contract with two minor changes (deleting editing comment and changing signer from Tim Monroe to Shoop). Merrill so moved. Shoop seconded. All ayes. Motion carried.

NEW BUSINESS:

- Donation of sick leave
 - Proposed Procedure: An employee who has worked for ACPL for at least 90 days may request sick leave donations once they have exhausted all accumulated sick and vacation leave and compensatory time. All sick leave transfer requests shall be coordinated through the Manager and Assistant Library Director or designee of both the donor and recipient to ensure both are eligible. The donor must maintain a balance of two weeks of sick leave after making a donation. Donors may donate up to four days of sick leave to any one person in one year. Part-time employee amounts will be pro-rated based on hours in their work weeks. Donated sick leave will not extend the duration of leave or otherwise alter the rights and responsibilities of the employee and ACPL under the Family and Medical Leave Act.
 - Troyanek researched other libraries, Albany Co government., and UW
 - Will table issue until October

- Staff appreciation
 - Shoop expressed appreciation for the ACPL staff
 - Board wants to appreciate employees-how?
 - Board will communicate amongst themselves
- Staff v. Board roles discussion
 - For staff and board to better understand their roles
 - Budget is a good example
 - Board approves and monitors
 - Meant to be an ongoing discussion

Merrill:

- Troyanek has been in director position over a year
- What gray areas has she found?
- Board hires/fires director
- Board's job to approve personnel issues because it affects the budget?

Shoop:

- What can board do to support Troyanek?
- Board hires director, she hires everyone else
- With morale-damaging issues, best to come from board not director?

Defebaugh:

- Board role should be limited
 - Hiring director
 - If unhappy, fire director
 - Budget

Massie:

- Board should approve creation of new positions
- Board should approve org flow chart
- Board should handle hot button issues to take pressure from Ruth
- Board should not write job descriptions or have input in hiring decisions except director

Merrill:

- Board approves budget with stated personnel funds
- Director should deploy funds as she sees fit

Massie:

- Bylaws state board is responsible for the operation of the library
 - Personnel decisions are part of the operation of the library

Shoop:

- Board role is having high expectations
- Give director high support in exchange

Massie:

- Board role not limited to budget
- Bylaws and state statutes support this notion
 - “Operations” in bylaws
 - Oversight of library
 - Give authority and ability to director
 - Personnel is 70-80% of budget
 - Should maintain status quo as with shelver position decision
 - Programming
 - Purview of staff
 - Director vet appropriateness

Chesnut:

- Commission gave County Clerk’s Office \$300K to run office and she makes decisions within that budget
- Not “in the weeds” on personnel issues
- Overseeing operations: County Attorney Trent approved bylaws

Merrill:

- Board designates portion of the budget for personnel
- Deploying this money is job of director
- Director and management team should have leeway

Defebaugh:

- County Attorney’s office will provide a memo with interpretation on this issue

Shoop:

- Worried about board micromanaging

Massie:

- Board is so passive
- Approving positions is not micromanaging
- We created policy for how much director can spend without board approval (\$5,000)
- If board not involved in personnel, was it a waste of time for board to have participated in creating assistant director position?
- Asst. director: good hire once board got out of the way

Crocker:

- Shelver position already existed
- Had been cut due to prior budgetary issues

Troyanek:

- Other things were cut to create Asst. Director
- Not making changes to overall personnel budget
- \$5000+ limit, must talk to board about purchases

Merrill:

- Require our employee (director) report to us
- We have responsibly to articulate disagreements, hear director response
- If impasse, decide on director's continuing employment

Defebaugh:

- If board is unhappy with director, library board should fire or not renew contract

Merrill:

- Boards are inclined to micromanage
- Where to divide?
- Board should not be involved in decisions beneath management
 - Ex: ACE v. Walmart for cleaning supplies

Troyanek:

- Will provide board organizational flow chart

Chesnut:

- Board relationship with director should be good
- Too much to ask about shelve

Shoop:

- Creating dialog

White:

- Need long term goals
- Hard to prioritize personnel without a plan
- Need trust between board and the director

October Meeting Location and Date

- Scheduled for 10/17
 - Troyanek and Crocker unable to attend
- Reschedule to 10/16
- October: Rock River
- Library van will be available for board members

INFORMATION

- Next Board of Directors meeting is on Tuesday, October 16, 2018 at 6:30 p.m. in Rock River.
- November's meeting has been moved to Thursday, November 15 due to Thanksgiving.

Meeting adjourned at 8:42 p.m.

Submitted by Kennedy Penn-O'Toole, Secretary pro tem.