



Sublette County Library Board Minutes

August 2, 2011

Pinedale Library, Pinedale, Wyoming

The Sublette County Library Board met Tuesday, August 2, at the Pinedale Library. Board members Patty Washburn, Cat Urbigkit, Barbara Mullin, and Bill Kleven were present in addition to Library Director Sid Stanfill and Associate Director Sukey Hohl. Grant Seemann was absent.

Patty Washburn called the meeting to order at 1:08 pm. Cat moved and Barb seconded to approve the minutes of the June meeting as written. Motion passed. There were two additions to the agenda. Sukey added Statistics and Sid added budget updates. There were no public comments.

Old Business

Sukey gave a brief overview of library statistics since we have closed the fiscal year. The library system passed a new milestone, exceeding 100,000 items checked out for the first time ever. It was agreed that we will continue with the same format for the statistics handout and in the future statistic files will be sent to the board as email attachments prior to the meetings.

In addition, Barb requested that Sid and Sukey email the board a few days before the meeting with a reminder of date, time and location.

The board agreed to have Sukey look into finding an appraiser in Jackson. Cat will take photos of the art.

Maternity Leave. Sid gave a report on what is currently being done in the county and what the Family Leave and Maternity Act requires. He presented a draft of an updated library maternity policy. He does not recommend the library provide paid maternity leave. He and Sukey recommend that we revise the sick leave policy to include birth of a child and update it to deal in hours, not days and other changes. They also recommended a sick leave bank so that staff members can donate sick leave days to other staff members. The board requested that they present new policy drafts on these issues next month.

There have been two revisions to the library policy manual since Sid took over as director: leave, and now maternity. Cat questioned whether we are following correct procedure to adopt revisions. Sid will check legal requirements and library by laws.

Wellness Benefit. The board had asked Sid to report back on what the county is doing for a wellness benefit. It turns out each employee gets \$40 per month in their paycheck and there is no requirement to prove this money is spent on wellness. The library board would prefer to offer a benefit that can only be used for wellness. To address inequities in what is available at both ends of the county, they would like to expand the benefit to include reimbursement for medical as well as exercise-related expenses. Equipment would not be covered, but medical expenses that would be acceptable include: doctor's visits, co-pays, eyeglasses, vitamins, medicine, acupuncture. They requested that Sid investigate whether this needs to be a library policy and also to draft a description of the program. This program would start in a limited way this year, since not enough money was budgeted to give every employee the full \$400 per year. Patty requested that a policy be put in place for next year on bonuses and tuition reimbursement. There was a discussion on bonus, pay, and benefit issues.

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Cat, Sid and Sukey reported on their ALA experiences. It was agreed that it was a valuable, educational and fun experience, although it was very hot.

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New Business

Sid explained that we are moving money to the Wyoming State Library Acquisitions account that will be used for materials purchases at the Big Piney Library. Cat moved to increase Debi's credit card limit to \$5000. Barb seconded and the motion was approved.

Director's Update

Roof. We have a good bid for the roof repair jobs and work will start soon.

Job Descriptions. We have about 20 applications for the Big Piney children's specialist position. Job positions for on call substitute and library page are almost done. Cat requested that the board see the job descriptions when they were done. Directors and associate director job description might need to be in the policy manual.

Bondurant. Bondurant is doing well.

Loaning Library Equipment and Furniture. We can't equally support businesses with furniture/equipment loans. We will support non-profits when possible.

Treasurer's Report

Not a lot of change in our accounts. We need to finalize letters for bids. The bids will ask: based on the weak economy, Middle East uncertainty, debt ceiling crisis, tsunami, etc., what split would they recommend between debt and equity. Barb made a motion to pay checks, Bill seconded. All were in favor. The board requested that the library email the list of checks before the meeting for review, understanding that it will not be complete.

Date of next meeting: 8/31 at 3 pm in Big Piney. Sid will check the time with Grant. Meeting adjourned at 3:50.

Respectfully Submitted by:

Patty Washburn, President

Cat Urbigit, Secretary