

## WYLD Governing Board Conference Call Minutes

July 14, 2015

- I. Welcome and Roll Call at 1:06 p.m. Board members present: Marci Mock, Brad Matthies, Karen Jean Funk, Jo Otterholt, Rebecca Lehman, Jamie Markus and recorder Jill LeTempt.
- II. Agenda and Minutes: Marci noted a change in agenda to welcome new members. Jamie moved that agenda be approved, and Brad seconded. The agenda was approved. Jamie moved to approve the minutes of the May meeting as written, and Karen seconded. The minutes were approved.
- III. Marci welcomed Jo Otterholt as the new representative for Special Libraries. Jo is from the WY Department of Education Outreach Library Services for the Deaf and Hard of Hearing. She also welcomed Jamie Markus as the Interim State Librarian.
- IV. Wyoming State Librarian's Report : Jamie Markus  
State library is down 4 positions but this will not affect WYLD or the state library task list. The hiring process will begin in late August or early fall. Barring hiring freeze, these positions will be filled. There were no questions for Jamie.
- V. Brian Greene was at WLLI (Wyoming Library Leadership institute) in Buffalo. No WYLD Office Report.
- VI. Open Positions: Jo Otterholt filled the Special Library position and Paula Sabatka filled the K-12 Libraries position. The Vice-President position has not been filled, but Marci has a call out to someone.
- VII. Meeting Day and Time: The meeting day and time will remain the same. All agreed to keeping it as is.
- VIII. Communication Ideas Marci asked for ideas about how to connect with membership. Have emails corrected for large and small libraries. Karen suggested having a welcoming email sent to members with a list of board members and representatives with large and small libraries listed also. Brad asked about an email list for other representatives. Marci stated that WYLD Library Network ILS Users Group has many lists including circulation reports and WYLD staff. These lists include who is subscribed. Jamie stated we can add to directory or group, but ideally with permission from member. A message sent to WYLD News will include in Karen's welcoming email instructions on how to sign up or send email lists to be added. Jo appreciated the extra clarification on this issue.  
Brad asked about the protocol about sharing the information from meeting. He wondered if the minutes had to be approved to share information. Jo stated that she already sent out email with agenda so that anyone with input could contact her. Marci said that the email notification was fine and that the information from the meeting could be shared before the minutes were approved with the exception of policy changes. Jamie stated that the minutes must be approved before policy changes were shared so that the official wording was available. Marci asked that the information about and from the meetings be shared to promote back and forth communication with membership. Jamie said that when more information was available on the hiring situation it will be shared with the staff. Marci

added she will send meeting information to WYLD news. She will send the a copy of the welcome letter to Governing Board members first to make sure nothing was omitted and then will send to full membership.

IX. Ad hoc PII Committee: Brad Matthies. Brad shared that the Ad hoc Committee made their recommendations to the governing board. Marci thanked the committee for a straight forward report. She added that there will be no vote this month. There will be a vote next month with input from the membership. Brad said the representatives would talk to membership to get input. Marci made recommendation to approve vote next month and asked that the information be shared with membership to get input.

X. Governing Board Members Reports

Brad Matthies – no report,

Karen Jean Funk – no report,

Jo Otterholt asked if there was a policy regarding notification of attending conference calls.

Marci said there was no policy, but asked for several days notice if possible.

Rebecca Lehman – no report.

The next Governing Board conference call will be Tuesday, August 11, 2015 at 1:00 p.m.

Meeting adjourned at 1:32 p.m.

Respectfully submitted

Jill Letempt