

**Minutes of Special Board Meeting  
Friday, February 16<sup>th</sup>, 2018, 4:00 p.m.  
Fulmer Public Library**

**Call to order:**

Chair Shannon Anderson called the meeting to order at 4:00 p.m. Additionally, Jami Kessner, Dick Shackelford, Fran Wolfe, Christy Green, and Library Director Cameron Duff were present.

**Approval of Agenda:**

Jami moved to accept the agenda; Dick seconded the motion. The motion carried, and the agenda was approved.

**Convene Executive Session pursuant to W.S. §16-4-405(a)(ii) to discuss a personnel matter:**

Dick moved that we recess from the regular meeting and move to executive session; Jami seconded; executive session began at 4:01 pm.

**Return to Regular Session:**

Dick moved that we adjourn the executive session meeting and return to regular session; Jami seconded; regular session resumed at 4:40 pm.

**New Business:**

Action Item-Current Library Policies/Procedures/availability to staff-Christy presented a motion that the Library Director will create a document which summarizes procedural information so that polices/fees are better summarized for staff; Jami seconded the motion, the motion carried, there was no further discussion.

**Adjournment:**

Dick presented a motion to adjourn the meeting; Fran seconded; the motioned carried and the meeting was adjourned at 4:48 pm.

Respectfully submitted,

Christy Green  
Secretary

**The next meeting will be at 4:30 p.m. on Wednesday, February 28th, 2018 at the Fulmer  
Public Library.**