



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
May 19th, 2011**

Call to Order

Chair Jessica Wagner called the meeting to order at 4:18 p.m. at the Park County Public Library. Library board members present were Bruce McCormack, Anna Sapp, Tanya Lowham and Pat Stuart. BOCC liaison present was Dave Burke. Library staff members present were Frances Clymer, Marge Buchholz, Lisa Printz, Beth Roberson, and Joanne Patterson.

Approval of Minutes for April 2011 meeting

Bruce moved to approve the minutes, Tanya seconded, the motion passed.

Consent Agenda

Frances added a program about Heart Mountain.

Wyoming Community Foundation's annual meeting is at the Park County Library August 30 & 31.

Mr. Shigeru Yabu, author of the children's book *Hello Maggie*, will present a children's program at the library on July 14, 6 p.m.

Discussion of the Meeteetse Branch Library renovation was added under Old Business.

Pat moved to accept the consent agenda, Anna seconded, motion passed.

Current Financial Business

Frances presented the current financial statements.

Correspondence and Communications

The library received a letter and accompanying materials for the library board openings; Sheridan-Fulmer County Public Library newsletter with an article about eBook myths; letter about the BBHC summer season; thank you from Rev. Mary Caucutt for the Heart Mountain program; notification from First National Bank and Trust that their merchant services vendor is changing; a fund raising brochure from Fremont County Public Library.

Personnel Issues

Meeteetse Branch Librarian Update: Valerie J. Doyle accepted the librarian position at the Meeteetse Branch Library. She is arriving as soon as she can make arrangements to move.

Powell Branch Librarian Search: Four applications were received to date.

Foundation Report

Pat reported the three new Foundation members are Bobbi Bronnenberg, Travis Graham and Lynn Sessions. Maryann McGee, Foundation chair, spoke about Foundation philosophy regarding events and fundraising. Winter Gathering raised \$1,200. They want to do one event per year and Winter Gathering is that event. The Investment Committee is reviewing investment proposals and will meet to choose an investment firm. Pat, Anna and Tanya will attend the meeting.

Old Business

Meeteetse Renovation: the color board for the renovation, including samples of the carpet and laminates, was reviewed. The current move date is September 2011. Rick Cook, Cook Moving & Storage, will provide a cost estimate for moving.

Employee Evaluation Form: Frances reviewed the draft. The narrative is an important part of the review process. The board felt criteria to determine merit increases are needed. Anna moved to table the issue until next month's meeting, Pat seconded, motion passed.

New Business

Board member recruitment: There were five to six inquiries for the Powell position and two applicants for the Cody position. A proposal was offered to review Foundation members for potential board members.

Bistro Meal Service: A suggestion was made that the Bistro provide carry-out dinners. Andrew is working on numbers and quantity and will provide the information to Frances. This service is a way to use the Bistro for something creative and generate income. A set menu could be offered Monday through Friday from which people could order in advance at a fair and profitable price. A little more staff would be required and possibly longer hours for the Bistro. This provides a service to library patrons. If the meal service is pursued, Dave suggested library representatives attend a BOCC staff meeting to explain it. It could be the beginning of a business plan. Andrew and the board could have a work session.

Holiday closure: Anna moved that the library be closed July 2 for the Independence Day holiday, Bruce seconded, motion passed.

Date, time and place of June 2011 meeting

Friday, June 17, 4:15 p.m. at the Park County Public Library

The library board went into executive session at 5:47 p.m.

The board returned to open session at 6 p.m. and moved to approve Frances' proposal. Following the vote, they adjourned.

Jessica Case Wagner
Board Chair

Frances B. Clymer
Library Director

Joanne M. Patterson
Administrative Assistant