



Park County Library System
1500 Heart Mountain Street
Cody, WY 82414
307-527-1880
parkcountylibrary.org
Board of Trustees Meeting
July 19, 2010

Call to Order

Vice Chairman Bruce McCormack called the meeting to order at 4:22 p.m. Library board members present were Pat Stuart and Anna Sapp. Library staff members present were Frances Clymer, Marge Buchholz, Maggie Sullivan, Joanne Patterson, Andrew Houze, and Laura Crossett. Tanya Lowham arrived at 4:35.

Approval of Minutes for June 17, 2010 meeting

Pat moved to approve the minutes of the last meeting. The motion was seconded and passed.

Annual Election, set meeting dates and approve bank and media outlets

- **Election of Officers**

Anna moved that we maintain the same slate of officers (Chairman—Jessica Wagner, Vice Chairman—Bruce McCormack, Treasurer—Anna Sapp, Secretary—Pat Stuart), with the substitution of Pat Stuart for Erin Evans as Foundation liaison. The motion was seconded and passed.

- **Set Day and Time of Meetings for FY 2010-2011**

Anna moved to keep the meeting time and date at the third Thursday of the month at 4:15 pm. The motion was seconded and passed.

- **Approval of Official Bank for FY 2010-2011**

The current bank is First National Bank of Powell. Pat moved to approve the current bank. The motion was seconded and passed.

- **Approval of Media Outlets for FY 2010-2011**

Anna moved to accept Big Horn Radio Network, the *Powell Tribune*, and the *Cody Enterprise* as our media outlets for FY2010-2011. The motion was seconded and passed. Bruce abstained from the vote as both acting chair and a party of interest.

Consent Agenda

Pat asked about getting a rental vehicle for outreach, and Frances noted that discussion of an outreach vehicle was on the agenda for this meeting. Frances handed out a corrected statistics report and noted that 199 new patrons were registered in Cody in June, not 59. The new number is a record.

Anna moved to approve the consent agenda. The motion was seconded and passed.

Current Financial Business

Joanne presented the newly color-coded financial statements. Pat asked about the mil levy. Frances explained that the county is required to give us money, but not any set millage. The amount is set every

year. Frances and Joanne explained a bit more about the schedule under which funds come in from the county.

Correspondence and Communications

The library received: a Security Deposit receipt from Federal Home Loan Bank of Seattle, a letter from the University of Wyoming American Heritage Center, a letter from Food Services of America, a letter from the Susan G. Komen Race for the Cure, a request for donations from the DeMaris House, and a letter from the Department of Audit with a survey of county board finances. The library also received a letter from the Wyoming Retirement System outlining its requirements, which seem to indicate that part-time employees must be enrolled in the system. Frances has asked someone from the WRS to get a legal opinion from the state Attorney General. The *Pulse* sent a letter listing fees for having a Bistro listing in the Dining Guide

Personnel Issues

Frances introduced Andrew Houze, who talked about costs at the Bistro. Prime costs (goods and labor) are both over 100%. There are four or five main areas where Andrew is looking at cutting costs. In ten months or so he hopes to begin an educational component, with culinary classes on Sunday afternoons. Pat asked about NWC classes for the fall, and Frances explained that she has not heard from them but that she will call and get them in touch with Andrew.

The library has received 38 applications for the YA position, and one person has withdrawn from the search. A selection committee has been formed. It consists of Marge Buchholz, Holly Baker, Laura Crossett and Jessica Neiweem. Anna expressed some concern over having the current YA librarian being involved on the selection committee.

Foundation Report

Bruce noted that Pat is responsible for a lot of the money that we have raised in the last few years and will be a great asset to as a liaison to the Foundation. Pat noted that the Foundation has agreed to sponsor the next book/film series on the British Raj.

Old Business

- **County Budget:** Frances presented the final FY2010-2011 budget as approved by the BOCC. Anna moved to accept the budget as presented. The motion was seconded and passed.

[The Board entered an executive session at 5:31 p.m. and resumed its regular meeting at 5:33 p.m.]

New Business

- **Review Budget Process and Statutory Responsibility:** Pat noted that the one specific duty that library board members are given by statute is to formulate and approve the budget. The budget must be brought to a public meeting and formally approved before being submitted to the County Clerk.
- **Hospice House Fundraising on August 1-7:** Frances proposed that patrons be offered the option of making a donation to Hospice House in lieu of fines during that week. Pat moved to do so for two weeks, August 1-14. The motion was seconded and passed.
- **Library Advocacy Plan:** The Library Board will be developing a Library Advocacy Plan.

- **Library Trustee Job Description:** The board will review a sample job description and bring comments on it back next month.
- **Vehicle for Outreach:** It has been suggested that the Foundation be asked approach car dealers and rental agencies in Cody and Powell about the possibility of having vehicles available for outreach librarians. Bruce would like to hear a report about bookmobiles as well.
- **Meeteetse Carpet Cleaning Closure:** Pat moved to approve the closing of the Meeteetse library for annual cleaning on August 6. The motion was seconded and passed.
- **Powell Carpet and Painting Closure:** Powell will need to close for two to three weeks (last two weeks of October-first week of November) for the painting and such. Anna noted that the Powell library may need some moving help. Frances will contact the company that moved the Cody library.
- **Set Date for Countywide Staff Meeting:** Anna moved to close the library one day for the meeting in early to mid November. The motion was seconded and passed.
- **Powell Branch Job Descriptions:** Tabled till next month when Lisa is here.

Date, time and place of August 2010 meeting: Thursday, August 19 at 4:15 p.m., Bison Room, Park County Public Library.

Adjournment

The meeting was adjourned at 6:33 p.m.

Bruce McCormack
Board Vice-Chair

Frances Clymer
Library Director

Laura Crossett
Meeteetse Librarian