



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

**Call to Order**

Chair Jessica Case Wagner called the meeting to order at 4:16 p.m. at the Park County Public Library. Library board members present were Anna Sapp, Tanya Lowham, Sue Bonner and Mike Bree. Library staff members present were Frances Clymer, Marge Buchholz, Maggie Sullivan, Valerie Doyle, and Joanne Patterson.

**Approval of Minutes for June 2011 meeting**

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

**Election of Officers**

Anna moved to elect a slate of officers for FY2012: Jessica Case Wagner, Chair; Anna Sapp, Vice Chair; Mike Bree, Secretary; Tanya Lowham, Treasurer; Sue Bonner, Foundation Liaison; Sue seconded, motion passed.

**Set day and time of meetings for FY 2011-2012**

Anna moved meetings be held the third Thursday of each month at 4:15 p.m., Tanya seconded, motion passed. September's meeting is in Powell and May's meeting is in Meeteetse.

**Approval of Official Bank for FY 2011-2012**

Anna moved First National Bank of Wyoming remain the official bank, Tanya seconded, motion passed.

**Approval of Media Outlets for FY 2011-2012**

Tanya moved to approve the following media outlets: Cody Enterprise, Powell Tribune, KPOW, Big Horn Radio Network, Wyoming Public Radio, Yellowstone Public Radio, and newspapers in Worland and Greybull, as needed, Mike seconded, motion passed.

**Consent Agenda**

Anna asked if outreach went to the Beehive Homes. Maggie and Marge responded not at this time. Frances conversed with the Cody Senior Center director about bringing patrons to the Cody Library for a visit and offering a low cost lunch. Tanya moved to accept the consent agenda, Anna seconded, motion passed.

**Current Financial Business**

Frances explained the financial statements. The board will dispense with Budget Summary and the accountant will be asked to provide percentage of budget spent figures on the Budget Report. Frances reviewed the budget process for FY 2012.

## **Correspondence and Communications**

Nothing to report.

## **Personnel Issues**

Patricia Stelter will be interviewed August 4 through 6 for the Powell Branch librarian position.

## **Foundation Report**

Nothing to report.

## **Old Business**

Consider County Approved Budget: Anna moved to accept the approved budget, Sue seconded, motion passed.

Powell library planning: Pat Stuart agreed to oversee the process of planning the new Powell Branch Library. The structural assessment will be completed first in order to know what we are dealing with before beginning the process of focus groups and planning meetings. Frances will contact Karen at CTA about accomplishing a structural assessment of the Powell library building.

## **New Business**

Library Staff Compensation: A review of the Park County Compensation Plan noted a 19% difference in the county's starting salaries compared to library starting salaries. The board will review the county pay plan and library competencies as they work toward bringing county library employees in parity with the county compensation plan. Anna suggested the board set a goal to work on the pay structure so when the budget process begins with the BOCC the library board can approach them with firm documentation for salaries. It was suggested we do a cost comparison with similar institutions in the county. This will be a topic for the board retreat.

Biblio Bistro Business Plan: Frances reported the BOCC might entertain additional funding for a meals-to-go program if we offered a solid business plan. A person from the Park County Library Foundation, with experience preparing business plans, offered to help develop a business plan. Other resources are Forward Cody and Bruce Morse with the Small Business Council.

Library director travel and professional service: Frances is the elected president of the WYLD consortium for the next two years which will require additional travel. In mid-October she travels to Des Plaines, IL, for the SIRSI/DYNIX meeting in mid-October. She will share information with consortium members, including the Park County Library System. Other travels include the Wyoming library director's retreat in Kemmerer September 14-16; and the Wyoming Library Association annual meeting September 28-October 1 in Cheyenne. She will take personal leave the week after Labor Day. She would also like to go to either the American Library Association or Public Library Association annual meetings.

Library director work plan: Frances will travel to Powell and Meeteetse due to new staff and new projects.

Set Date for County-Wide Staff meeting: Frances proposed Friday, November 11, in Cody. There is no issue with evening hours and it is Veterans Day and people think the libraries are closed. Anna moved to accept, Tanya seconded, motion passed.

Set Date for Board Retreat: It is either Saturday, October 8<sup>th</sup> or Saturday, October 22 at the Wagner Ranch, Meeteetse. The board will discuss compensation, long-range strategic planning, processes, communication and

team building. Tara Kuipers will be asked to facilitate. Board members are asked to bring calendars to the next meeting to confirm the date.

Set September Meeting Date: Thursday, September 22 in Powell at 4:15 p.m.

**Date, time and place of August 2011 meeting**

Thursday, August 25, 4:15 p.m. at the Park County Public Library

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Jessica Case Wagner  
*Board Chair*

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Frances B. Clymer  
*Library Director*

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Joanne M. Patterson  
*Administrative Assistant*