



1500 Heart Mountain Street  
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parkcountylibrary.org

Board of Trustees Meeting  
Thursday, March 25, 2010

### **Call to Order**

Chairman Jessica Wagner called the meeting to order at 4:21 p.m. Board members present were Pat Stuart, Bruce McCormack, Erin Evans, and Anna Sapp. Library staff members present were Frances Clymer, Marge Buchholz, Lisa Printz, Joanne Patterson, and Laura Crossett. Park County Commissioner Jill Shockley Siggins was also in attendance.

### **Approval of Minutes**

It was noted that Lisa Printz needed to be included as being in attendance and that the change to the Powell meeting room policy needed to be spelled out in full. Bruce moved to approve the minutes of the February 2010 meeting as amended. The motion was seconded and passed.

### **Consent Agenda**

Anna moved to approve the consent agenda. The motion was seconded and passed.  
Erin moved to approve the minutes of the special Board meeting on March 11, 2010. The motion was seconded and passed.

### **Current Financial Business**

Joanne presented the current financial statements. Pat wondered if the fact that we pay a base wage for Bistro staff that is much greater than the typical \$2.50/hour industry standard will make it impossible for us to catch up. There was some question as to whether it would even be possible for the library to pay that wage, as we are a government entity. Bruce noted to Commissioner Shockley-Siggins that the library is doing the utmost to close the gap for the Bistro. The Commissioner noted that Commissioner Burke is the one most concerned about the Bistro finances and that the Board as a whole is generally understanding of the Bistro's start-up costs. Frances noted that Commissioner Burke is concerned that the Bistro not compete with local businesses, whereas David Koch has expressed concern over how to build a business when you cannot advertise. Jill noted that the commissioners always thought of the Bistro as a service, not a money-making vehicle, and that they have only received one complaint about competition from the Bistro.

The library was approached about putting an ad for the Bistro in the *Cody Country* visitor's guide published by the *Cody Enterprise* but was concerned about appearing to compete with local businesses. Frances asked Jill about the possibility of putting an ad for the library in the guide. It was agreed that an ad for the library would not be inappropriate.

Anna noted that it would be good to put more money into the budget for copier rental and maintenance,

since this is an ongoing expense. Frances noted that the library does recoup some of the cost of the copiers through copy, printing, and faxing fees.

### **Correspondence and Communications**

Frances received a packet from the Foundation Center which she passed around. Commissioner Shockley-Siggins had some questions about the partnership, and Frances and Anna clarified that the library would not be writing or tracking grants; it would merely be providing the database of grants and helping people search it.

### **Personnel Issues**

**Powell Children's Services Librarian Search:** The Powell Library offered the job to Toby Sapp, who has been working at Northwest College's daycare center, and he will start on Monday, March 29.

### **Park County Library Foundation Report**

**Fundraising:** Erin reported on a Foundation meeting from last week. The Foundation is underwriting the entire cost of the library's membership in the Foundation Center. Powell Medical Foundation Director Diane DeLozier is working with the library to identify partners in underwriting the membership costs. It was suggested that the Meeteetse library also be set up to provide access to the Foundation Center's database. The Park County Library Foundation also discussed wanting to increase support to Powell.

**Endowment Investment:** Frances reported that the Foundation is almost done with their investment policy that will control the investment of the Endowment funds. They will vote on the policy at their May meeting.

### **Old Business**

**Powell Library Renovations:** Frances talked to Dennis Spargur, and his staff arranged for estimates on painting and re-carpeting. The library has not been painted in twenty years, and much of the carpet is coming unglued and wrinkling. The library hopes to get the costs for these renovations into the next budget cycle. The library would like to use the same kind of carpet squares that are in the new Cody library. Although it is more expensive, the Foundation has agreed to help fund the price difference.

**Meeteetse School Remodeling:** Laura handed out the latest renovation plan for the Meeteetse library. There was some discussion of the timeframe for when this might happen and what the costs to the library would be. Laura explained that the built-in furniture would all be paid for by the School Facilities Commission; other furnishings would be paid for in part by the library and in part by Meeteetse's Foundation funds.

**Report format survey:** The Board noted that the reports this month were very good. Pat asked that the Adult Services reports be relabeled as the Branch Managers report and that training be reported in a separate section, just as a list, without narrative.

### **New Business**

**Revision of Park County Library Board By-Laws:** Anna noted that Article III Section 3 should include the following: "the Chair or his/her designee will represent the library board at all meetings with the Board of Park County Commissioners." The Board feels that a board representative needs to be present when matters pertaining to the library are discussed. The recent situation in Campbell County has highlighted the need for the library board to be recognized as its own entity. Anna noted that Frances was recently called to a meeting with the Commissioners without a board member present. Commissioner Shockley-Siggins explained that that particular situation was considered administrative and that it was thus not imperative that a board member be there, but that she thinks that having board members present can only make things better.

There followed a lengthy discussion of the move of the library's administrative offices, of what the proper chain of command is when dealing with county buildings, and how the library administration, the library board, and the Board of County Commissioners can communicate better in the future in order to avoid misunderstandings.

Bruce suggested that the wording read "the Chair or his/her designee may represent the library board," since it might not always be necessary for a board member to be present. Frances also suggested that the text be amended to read "at all library-related meetings with the Board of County Commissioners," since it is not necessary for library representatives to be present at all BOCC meetings.

Pat moved that the following wording be added to Article III, Section 3 of the Park County Library Board By-Laws: "The Chair or his/her designee may represent the library board at all library-related meetings with the Board of County Commissioners." The motion was seconded and passed. Frances noted that this will now be posted for 30 day public comment before a final vote as required.

**2009-2010 Budget Review:** Frances passed out a document that reports the budget as of the last March payroll. It shows the amount of money received, amount remaining, amount budgeted, and adjustments (for Workforce Development workers, CD interest, grants, etc.). Frances reviewed the adjustments and the proposed changes and asked when would it be appropriate to bring this to the BOCC? Commissioner Shockley Siggins said the library should go through Kelly Jensen when presenting budget adjustments.

**2010-2011 Budget Planning:** Frances noted that she has been talking to the branch librarians about budget planning and that she will update the board on those discussions via email. Commissioner Shockley Siggins noted that the BOCC will be asking everyone to remain flat but believes that we are doing well. Bruce asked about cap tax overage, and Commissioner Shockley Siggins reaffirmed that it is in the hands of the BOCC and we would need to apply in order to use those funds but that it would be quite possible to use them for improvements in Powell as well as in Cody. Some of the money, for instance, might be used to fund the library administrative offices move and remodeling.

**Date, time, and place of April 2010 meeting**

Thursday, April 22 at 4:15 p.m. at the Meeteetse Branch Library, 2107 Idaho Street, Meeteetse, WY 82433.

The meeting was adjourned at 6:20 p.m.

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Jessica Wagner  
*Board Chair*

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Frances Clymer  
*Library Director*

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Laura Crossett  
*Meeteetse Librarian*