

Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Meeting
November 18, 2010

Call to Order

Chairman Jessica Wagner called the meeting to order at 4:16 p.m. Library board members present were Pat Stuart, Anna Sapp, and Tanya Lowham. Library staff present were Frances Clymer, Marge Buchholz, Lisa Printz, Joanne Patterson, and Laura Crossett. County Commissioner Jill Shockley-Siggins joined the meeting at 4:18.

Approval of Minutes for October 2010 meeting

Anna noted that under paragraph of 2 of page 3, “the motion was seconded and passed” should be added. Anna moved to approve the minutes as amended. The motion was seconded and passed.

Consent Agenda

Anna moved to approve the Consent Agenda. The motion was seconded and passed.

Current Financial Business

Frances presented the current financial statements. We are a third of the way through the fiscal year and are at 28.57% expenditures. Pat noted that it was good to see we were still ahead with the Bistro. Some concern was expressed about business during the winter months. Frances noted that Andrew has some ideas. Bistro expenditures for supplies are a third of what they were last time this year.

Correspondence and Communications

The library received: a monthly letter from Federal Home Bank in Seattle, a newsletter from DBTAC Rocky Mountain ADA Center, an invitation to a Higher Education Commission meeting at NWC, a letter from the Soroptimists inviting us to apply for a grant to purchase materials for women and girls, a solicitation from SmartPAY for fine collections online, and a survey from graduate student at Queens College on challenged books.

Personnel Issues

Christine Reedy, PCLS IT Specialist: Christine came in and was introduced to the library board. She began work at the library on November 1.

Cody YA Librarian: Frances introduced Shelly Waidelich at the beginning of the meeting. She arrived yesterday and has already gone to introduce herself to the middle school librarian in Cody. Her official start date is November 29.

Powell YA and Children’s Openings: Toby Sapp has resigned from the Powell Branch Library. Lisa is working to recruit a new children’s librarian as well as a part-time YA librarian. Lisa noted that the third posting for the YA job has produced two strong candidates, and she is checking references right now.

Meeteetse Librarian Search: Frances met with Laura yesterday to discuss possible recommendations for a replacement. Frances will get an advertisement for the position out as soon as possible. There was some further discussion about the needs of the Meeteetse library. Pat asked if it would be possible for other library staff to work in Meeteetse in order to expand their capabilities. Frances said that would be looked into.

Foundation Report

Pat reported that Mary Ann McGee will take over as Foundation Chair from Graham Jackson in January. Planning is in progress for the Winter Gathering. Marge noted that patrons are very excited about it. Frances talked a bit about plans for this year's gathering, which will include painting and drawing demonstrations for children, children's authors reading, author talks and writers' workshops, an Abraham Lincoln talk, and more. Pat also mentioned the Box Social, which they hope may also make some money. The Jam Shop in Powell will provide basic guitar instruction in the Teen Room. There are also some other ideas for doing more arts programming and scholarships for teens.

The Grizzly Fund has approximately \$9000. The endowment fund is over half a million dollars now and is sitting in a savings account. Frances noted that it is still possible to raise more money for the endowment, but the principal cannot be touched.

Jill noted that the upcoming legislative session is expecting \$500 million in extra funds and that the libraries may want to look at ways they might get some of this money.

Old Business

Powell Library Remodel: Frances noted that things are moving forward. The painting in the Fireside Room is in process. Some of the molding and framing needs to be redone. Dennis Spargur got bids for carpet and paint. There was some leftover carpet from the Cody project, and so the bids were less than was anticipated. Carpet One should be re-carpeting the meeting room in December. The children's room will be next, followed by the adult area. Lisa and Frances are working on ADA compliant rearrangement of furniture. There are some problems with the sump pump.

Marion Morrison is volunteering to put together an estimate of whether the building could support being added to structurally. Yesterday, new book trucks, a new book drop for Powell, new signage, and a baby changing table were ordered. Frances noted that the Powell library has not had any real improvements in 20 years and hopes that these improvements will be a band-aid for the moment.

Board suggestions for Powell: Jessie asked the board members to list the suggestions they had come up with for improvements to the Powell library.

- Tanya: lounge/sitting area – I sat in one of the chairs there, and it's kind of in the middle of everything. The ceilings feel very low, and the space feels closed in. Getting the paint will make a big difference – “I felt that I was walking into the old Cody library.” Lisa noted that they will also be getting an art rail.

- Anna: Computer space is inadequate, AV is inadequate, processing space is inadequate--we have outgrown it. It's dark; it's not inviting in any way. ADA issues for getting in the front door and the children's section. She would like to see it be more inviting and people friendly.
- Pat: We need a teen room, some kind of food/drink/beverage area, study carrels and/or rooms, and we need new computers NOW. Thanks to Frances for ordering the new phones.
- Jessie: Meeting rooms of different sizes, services for Latino and bilingual community, love the coffee cart idea; need to have some kind of retreat or something for staff to do teambuilding.

New Business

Proclamation: Jessie read a proclamation congratulating Laura on her new job and thanking her for her service.

Policy Manual Revisions: Frances noted that at the last meeting she was asked to incorporate the Patron Code of Conduct into the Policy Manual. She passed out that revision, along with a few other wording changes (such as changing "children 7 or under" to "children under the age of 8") and including caregivers as well as parents and that telephones are available in all libraries for children to contact parents or caregivers. She also included the relevant Wyoming State Statutes.

There was some discussion about the policy of asking children to leave if they are misbehaving. Library staff will research the question further.

Date, time and place of December 2010 meeting

Thursday, December 16 at 4:15 p.m.

Executive Session pursuant to W.S. §16-4-405 (a) (ii)

The board entered an executive session at 5:19 p.m.

The meeting was adjourned at 6 pm.

Jessica Case Wagner
Board Chair

Frances B. Clymer
Library Director

Joanne M. Patterson
Administrative Assistant