



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Meeting
December 16, 2010**

Call to Order

Chairman Jessica Wagner called the meeting to order at 4:22 p.m. Library board members present were Pat Stuart and Tanya Lowham. Library staff members present were Frances Clymer, Marge Buchholz, Lisa Printz, Beth Roberson, and Joanne Patterson.

Approval of Minutes for November 2010 meeting

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

Consent Agenda

Tanya moved to approve the Consent Agenda, Pat seconded, the motion passed.

Current Financial Business

Frances presented the current financial statements. Mary Ann McGee, the incoming Park County Library Foundation chair, has a goal to raise \$50,000 for the next phase of the state endowment challenge match; \$20,000 has already been raised toward that goal. So far the foundation's annual appeal has raised more than \$10,000.

Frances contacted TCT West about providing internet service to the Cody Library, the Meeteetse and Powell libraries are already served by TCT. The cost is comparable with Bresnan, but the service is better.

Correspondence and Communications

The library received a solicitation to purchase an ad in the Buffalo Bill Birthday Ball program; a thank you letter to Lisa Heimer from a Korean student; Christmas card from NWC; a notification of the cancellation of county board training; monthly letter from Federal Home Bank in Seattle with our securities report; and a notice of upcoming building projects in the Park County Complex (including new energy efficient windows for the library).

Personnel Issues

Powell library positions: Renee Hanlin and Liz Feller will begin their positions as children's librarian and YA services coordinator, respectively, in the Powell Branch Library on January 3, 2011. They will spend some of their time working with their counterparts in Cody.

Meeteetse Job Ad: The ad for the Meeteetse branch librarian is posted with Mountain Plains Library Association, Wyoming Library Association, LIS, a national job posting site for library professionals, and the Colorado Library Association. To date six applications were received. The job closes February 1, 2011. Jay Curtis, Meeteetse Schools principal and superintendent is on the selection committee. There was further discussion about the progress with the library remodel. The library will be moved into a large space, vacated by the school shop. There will be room for the shelving and drops for the computers. The school will help with the moving.

Foundation Report

Pat stressed that the Winter Gathering is a “friend-raiser” not a fund raiser. There will be activities in every part of the library. The library board will be present.

Pat presented a draft MOU (memorandum of understanding) between the library and the foundation to tie up loose ends regarding the expenditure of Grizzly Gathering funds. The agreement was verbal, but there has been significant change in the foundation board and a written statement, outlining how the funds are to be spent, will be beneficial. The library board will review and sign the final MOU so it can be presented to the foundation at their January 19, 2011, meeting.

Old Business

Audit Report: Frances presented the audit report from Stine, Heiser & Buss. The report included a review of trial balances and debt trial balance (i.e., copier leases). Anna has reviewed the report. Pat moved to accept the audit report, Tanya seconded, motion passed.

Revisions to Policies: The Patron Code of Conduct was incorporated into library policy, including changing the phrase “children 7 or under” to “children under the age of 8”. This was also reviewed earlier by the county attorney. Tanya moved to accept the revision, Pat seconded, motion passed.

Meeting room policy: The Board of County Commissioners requested of Frances that the library board revisit the meeting room policy and consider allowing Park County Complex tenants, many of which are for-profit organizations, use of Grizzly Hall. Current meeting room policy stipulates users of the meetings room must be non-profit. In conversations with Bob Whisonant, Marathon Oil Company, and Dennis Spargur, building and grounds superintendent, Frances learned that Marathon anticipates needing a large space no more than four times a year; and Eleutian Technology, NWC, and UW were interested in using Grizzly Hall. Marge and Frances believe that allowing PCC tenants use of Grizzly Hall will build goodwill with building tenants. The library board expressed philosophical reservations about allowing for-profits use of the space, namely that it didn’t fit well with what we are about.

The board expressed that we need to be fair to all for-profit organizations and that the library would bear the brunt of ill-feeling, not the BOCC, if it is perceived we are showing favoritism to PCC tenants. A compromise was suggested whereby the policy be amended to allow for-profits doing training and organizational meetings, including all local businesses, to use Grizzly Hall. A fee for for-profit use and that the situation be reviewed in six months.

Pat moved that the board amend the policy so that for profit organizations may rent Grizzly Hall in the Park County Public Library for organizational meetings and trainings for a fee of \$50 per use, Tanya

seconded, motion passed. Frances will contact Jill Shockley Siggins, BOCC chair, to let her know the board's decision.

Tanya moved to strike the \$20 cleaning fee, Pat seconded, motion passed.

Powell move and remodel: Frances met with the painting contractor, carpet layer, and Mike Garza to discuss the project schedule. On January 3, Rick Cook will move the furnishings in the children's area to the meeting room (the carpet will be laid next week). The meeting provided a sense of how contractors will be working around each piece of the project and each other. The contractors believe they can be done Friday, January 21, or Tuesday, January 25. This allows time for staff to get things in place and re-open January 31, 2011. Frances and Lisa meet in Powell tomorrow about the project. After the children's area is moved sheathing will be placed between the children's and adult areas so work can commence in the adult area. The project will proceed to the offices, then the main room and finish with the back area, after which, everything will be put back in place. Powell staff created a floor plan to better see the new lay-out.

We are waiting to receive a cost for an engineering survey. People have agreed to serve and help with focus groups and are working on getting others involved in the process.

New Business

Holiday Closures: A list of holiday closures for 2011 was presented, Pat moved to approve the closures, Tanya seconded, motion passed.

Legislative Reception: Tanya and Pat will attend the board training January 27 in Cheyenne. They and Frances will attend the Legislative Reception. There is \$150 stipend toward transportation and lodging for attendees.

Commissioners Meetings: The library board will meet with the commissioners December 21 at 10:15 for 15 minutes. The audit meeting is that afternoon at 1:45.

The work session with library board and BOCC is January 11, time yet to be determined. Lunch will be at the Bistro. Pat suggested that each board member discuss a particular area or topic related to the library. Pat will discuss the foundation, Jessie will provide an overview and Frances will discuss library operations. The commissioners will be provided with an agenda and hand-outs. At that time the board will request a clear mandate from the BOCC for the Bistro. Andrew will speak about the Bistro at lunch.

Date, time and place of January 2011 meeting

Thursday, January 20 at 4:15 p.m. in the Bison Room

The meeting was adjourned at 6:06 pm.

Jessica Case Wagner
Board Chair

Frances B. Clymer
Library Director

Joanne M. Patterson
Administrative Assistant