



1500 Heart Mountain Street
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Board of Trustees Meeting
February 18, 2009

Chairman Jessica Wagner called the meeting to order at 4:20 p.m. Board members present were Pat Stuart, Erin Evans, and Anna Sapp. Library staff members present were Frances Clymer, Marge Buchholz, Lisa Printz, Joanne Patterson, and Laura Crossett.

Approval of Minutes

Pat moved to approve the minutes of the January 2010 meeting. The motion was seconded and passed.

Consent Agenda

Pat asked about the decline in attendance in Powell. Lisa noted they have had difficulties with one of their people counters. Pat also asked about Frances's report on the Foundation Center. The cooperating library fee would be \$995/year for Cody and \$750/year for each of the other two libraries, and the libraries must present at least two programs yearly in return for access to the Foundation Center grants database. Several community partners will work with us. Anna suggested that the Rec Center board, Sleeping Giant, and the Elk Foundation might make good additional partners. Anna moved to approve the consent agenda. The motion was seconded and passed.

Current Financial Business

Joanne presented the current financial statements. Frances will double check with the county about the possibility of shifting funds in the budget to cover areas where we underestimated the funding need. Joanne explained that the Wage Reimbursement line includes monies from the Meeteetse School, and for Wyoming Workforce Development employees in the Bistro and in Powell.

Correspondence and Communications

The County Facilities Department received an estimate for painting the Powell Library from Schnackenberg Painting; a letter from BBHC inviting the board and director to the Buffalo Bill Birthday Celebration; an invitation from Meeteetse Joint Powers Board to the pool opening, which Bruce attended; a letter of complaint from a patron about a noisy group using a meeting room; and samples of the photos for the Progress Edition of the newspaper.

Personnel Issues

Powell Children's Librarian Search: Lisa noted that they have selected a candidate to bring out for an interview. She will be coming for a visit as soon as the weather permits.

Employee Manual revisions: Frances presented two revisions to the employee handbook for the board to consider, one dealing with time off requests from children's library staff during summer reading; the other with what expenses will be paid for candidates for professional positions during interviews.

Cody part-time resignation: Heather Miller has resigned as of this week. Marge will be re-advertising the position starting in March.

Foundation Report

Fundraising: Erin reported that she met with Frances and Graham Jackson to discuss their new focus, which should be Powell. Graham suggested doing a Greening of the Library with the Friends and would like to work with the Friends more closely and emphasize that the Foundation is for all three Park County libraries. Also, the Powell library's centennial is this year—the Powell Library Club was established on December 7, 1910. Marge said how much the public has said they enjoyed the Winter Gathering. Lisa noted that the Powell Friends are meeting this Tuesday at 7 p.m. Frances and Graham will try to attend.

Endowment Investment: Frances reported that the investment committee met last Wednesday, and they have developed a draft investment policy for the endowment. They have recommended payout of 70-90% of interest earned per annum so long as it stays at or above inflation.

Old Business

Holiday leave/pay and Easter Sunday: Marge, Lisa, and Laura reported on the President's day scheduling and traffic in the libraries. Frances asked about the library being open on Easter Sunday. Anna moved that the library be closed on Easter Sunday. The motion was seconded and passed.

Board photo display: Frances reported on the kinds of information other Wyoming library websites have on their boards. Pat moved that we put our minutes as approved online and that Laura send us a draft board page to look over. The motion was seconded and passed.

Report format survey: Frances distributed a survey to board members about what they would and would not like to see in reports. Anna commented that the reports this month were better.

New Business

Revision of Powell Meeting Room Policy: Frances distributed a copy of a revised meeting room policy for Powell, which would make it easier for individuals to use the meeting room space when it is not otherwise occupied. A homeschooling family has been meeting in the library for long periods of time. Erin moved to add "If the room has not been reserved, individuals may upon application to staff request its use for educational and enrichment purposes" to the Powell Branch Library Meeting Room policy as corrected. The motion was seconded with the

recommendation that the board consider long-term solutions to the question of homeschoolers in the library and passed.

Meeteetse Community Planning Meetings: Jessie updated the board on the meetings in Meeteetse and noted that if the library board has any information they would like to disseminate in the Meeteetse community, they should let her or Laura know.

Proposed change to retirement plan contributions: Frances distributed a letter from the State Retirement system about the proposed changes.

Health Insurance changes: Frances briefed the board on the county health insurance situation. Joanne checked, and the library has been contributing appropriately to the county insurance fund. A county health insurance committee will be making recommendations to the Commissioners next week.

Date, time, and place of March 2010 meeting, Thursday, March 18 at 4:15 p.m. Bison Room

The meeting was adjourned at 5:59 p.m.

Jessica Wagner
Board Chair

Frances Clymer
Library Director

Laura Crossett
Meeteetse Librarian