



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
June 17th, 2011**

Call to Order

Chair Jessica Case called the meeting to order at 4:24 p.m. at the Park County Public Library. Library board members present were Bruce McCormack, Anna Sapp, and Pat Stuart. BOCC liaison present was Dave Burke. Library staff members present were Frances Clymer, Lisa Printz, Valerie Doyle, and Joanne Patterson.

Approval of Minutes for May 2011 meeting

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

Consent Agenda

Under old business, Frances added a review of Andrew Houze's report about a Bistro meals-to-go service. Anna moved to accept the consent agenda, Pat seconded, motion passed.

Current Financial Business

Frances presented the current financial statements.

Correspondence and Communications

The library received thank you notes from Loren Grosskopf for the use of Grizzly Hall for BLM meetings, a former temporary card holder, Sarah Hutcheson for use of Grizzly Hall for a violin recital; a thank you to Lisa Heimer for Toddler Time; and, a thank you to Holly Baker from Sarah Hutcheson for Homeschool Hour.

Personnel Issues

Meeteetse Branch Librarian Introduction: Frances introduced the new Meeteetse branch librarian, Valerie J. Doyle. An open house at the Meeteetse Chocolatier to welcome Valerie to Meeteetse was suggested.

Powell Branch Librarian Search: Eight applications were received to date.

Foundation Report

Investment Manager Interviews: Pat reported that the investment committee interviewed three local brokers and voted to accept the proposal offered by Edward D. Jones.

Finance Committee Meeting: Frances attended the Foundation's finance committee meeting. They discussed what they can and cannot do for the library. The endowment is currently at \$612,286.54. The anticipate return is \$20,000/year which can only be spent on children and youth.

Old Business

Board Member Recruitment: There were many good candidates for the Powell board representative. These people need to be kept in mind for further Powell Branch Library committees.

Bistro meals-to-go service: A capital investment of about \$10,000 is required to offer a meals-to-go service out of the Bistro, as well as additional staffing and longer hours. Andrew believes a meals-to-go service is possible with this investment. There are space constraints for needed equipment. Andrew's biggest concerns are food safety, staffing and advertising.

Bruce asked if the BOCC wants to make a capital investment in the kitchen and fund additional advertising. Dave doesn't think more advertising is an issue as long as it isn't flamboyant. He believes past issues and constraints regarding the Bistro are no longer an issue. Anna commented on the need for a business plan that includes an advertising plan. Dave thought the BOCC would invest more if they could see value with an eye toward stabilizing the bottom line. Frances will send a revised budget to Jeri Torczon, Park County clerk, including an equipment budget; additional staffing of a part-time cook for 20 hours/week and additional counter help. Bruce offered to visit with a local merchant, who voiced objections to the Bistro, about the meals-to-go proposal. Anna moved the budget be amended to continue project exploration, Pat seconded, motion passed.

Employee Evaluation Form: The board wants guidelines and metrics to do an efficient job in evaluating employees. Anna and Frances will work on it.

New Business

WYLD annual meeting: Frances begins her two-year term as president of the WYLD consortium. It will involve some additional travel. The annual meeting was conducted remotely as a conference call. Symphony 3.4, the next iteration of the integrated library system was discussed. A topic at this fall's Director's Retreat is downloadable e-books.

Outgoing Board Member's Recognition: Frances read proclamations commending Pat and Bruce's service to the Park County Library System. Anna moved to accept the proclamations, Jessie seconded, motion passed.

Date, time and place of July 2011 meeting

Tuesday, July 19, 4:15 p.m. at the Park County Public Library

Jessica Case Wagner
Board Chair

Frances B. Clymer
Library Director

Joanne M. Patterson
Administrative Assistant