



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

Call to Order

Treasurer Tanya Lowham called the meeting to order at 4:15 p.m. at the Park County Public Library. Library board members present were Sue Bonner and Mike Bree. BOCC liaison present was Dave Burke. Library staff present were Frances Clymer, Marge Buchholz, Valerie Doyle, and Joanne Patterson.

Approval of Minutes for October 2011 meeting

Sue moved to approve the minutes, Mike seconded, the motion passed.

Consent Agenda

A decline in Bistro patronage was noted. Frances explained that fluctuations often depend on what is happening in the building.

The Meeteetse Library move schedule changed to Dec. 5 through Dec. 9, with flexibility built into the second week in the event more time is required for the move.

Sue moved to accept the consent agenda, Mike seconded, motion passed.

Current Financial Business

Frances reviewed the reports. The libraries are replacing VHS with DVD and even Blu-ray, which increases AV expenditures. Funds in the Legislative account held at the Wyoming State Library can be used to purchase DVDs. Frances explained that an upcoming increase in health insurance costs are due to the county's new 4-tier insurance coverage (employee, employee/spouse, employee/child, employee family) effective Jan. 1, 2012. Dave suggested that if there is a budget shortfall we request a supplemental budget increase rather than making up the difference by taking it from another budget item.

Bistro revenue is down. Strategies in place to increase patronage include a Bistro Twitter account and Facebook page. It was suggested that when a group calls to book a meeting room they are asked if Bistro services are needed and posting menu information at the circulation desk and in the elevator.

Correspondence and Communications

A grant application from the Soroptomists for funding to benefit women; thank you from Cody Country Cattlewomen regarding a donation they made to the Cody Library; thank you from the Yellowstone Spinners and Weavers Guild for a book display in the library; a solicitation from Thomas the Apostle Center; Meeteetse patrons' comments about Wyoming Library Snapshot Day.

Personnel Issues

Powell Search Update: A telephone interview with Laura McDermott is scheduled Friday, Nov. 18, 10:30 a.m.

Foundation Report

Sue reported that the Foundation met Nov. 16. The main topic was Winter Gathering, scheduled for January 21, 2012. They would like library board members and BOCC to attend. All committees will meet November 29 to continue planning. They are looking for new board members, particularly from Powell. The Foundation is committed to turning its focus to the Powell Library. Powell has experienced 16% growth and the library needs to serve this growing population.

Old Business

CTA Powell Building Assessment Proposal: tabled

Meeteetse Library Renovation Update: Move changed to Dec. 5-9, 2011.

New Business

County Appointed Board Member Training: Frances passed out brochures about the February 2, 2012, training. Dinner is from 5:30-6 p.m., BOCC welcome at 6 p.m. in Grizzly Hall. Tara Kuipers is facilitating the meeting. Topics include the county budget, what to expect in an audit and legal perspectives of county-controlled boards.

Bistro Tipping Policy: Frances circulated a report from Andrew Houze regarding tipping now that we take credit cards. The board decided to change the setting on the credit card machine so no tipping line appears. Bistro salaries are included in the library board’s plan to review all library salaries as they seek to make them commensurate with comparable county positions.

Date, time and place of December 2011 meeting

Thursday, December 15, 4:15 p.m. at the Park County Public Library.

Meeting adjourned at 5:25 p.m.

Tanya Lowham
Treasurer

Frances B. Clymer
Library Director

Joanne M. Patterson
Administrative Assistant