



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
October 20, 2011**

Call to Order

Chair Jessica Case called the meeting to order at 4:18 p.m. at the Park County Public Library. Library board members present were Anna Sapp and Tanya Lowham. BOCC liaison present was Dave Burke. Library staff present were Frances Clymer, Marge Buchholz, Maggie Sullivan, Valerie Doyle, and Joanne Patterson.

Approval of Minutes for September 2011 meeting

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

Consent Agenda

Additions to staff reports: Maggie reported that Zach Pullen, an illustrator, is presenting a program at the Powell Library November 10. They are hosting a Wyoming Humanities Council book discussion in the spring, Michael Konsmo is the moderator. Marge reported the homeschool group that meets in the Cody Library offered the library a piano, if they can raise the funds. Frances suggested the following conditions be placed on the donation:

- The piano should be spinet-sized, on wheels
- In good condition
- Tunable
- Housed in Grizzly Hall

Valerie reported that 50 people attended the Fred Thomas program. The Craig Johnson Christmas program on Dec. 12 at 6 p.m. is a fundraiser for the Friends of the Meeteetse Library. Mr. Johnson is reading a Christmas Story, which he wrote. There is a quilt raffle and live auction.

Anna asked if Andrew knew the break even amount/day for the Bistro. France reported the Bistro credit card machine was working and re-loadable gift cards are available for purchase. The gift cards can be advertised in the newspaper column and on the website.

The board preferred the second version of the statistics report

Anna moved to accept the consent agenda, Tanya seconded, motion passed.

Current Financial Business

Fifty dollars from the library account was used to open the Bistro bank checking account, then \$50 from the Bistro account was deposited into the library checking account. Frances explained the financials. Jessie would like graphs comparing the current year with last year. Anna asked for receipt information for last year.

Correspondence and Communications

Frances read patron responses from Wyoming Snapshot Day questionnaires; Summer Reading thank you letters; Read-away fines from Powel; thank yous from library users; letter from the Rec Center about programs, including providing a facilitator for a 10-minute stretch for employees; PVCE catalog; Meeteetse received a thank you from the Meeteetse school counseling department for participation in career day.

Personnel Issues

Kimberly Jones will be invited to interview in Powell for the branch manager position. A telephone interview will be conducted with another applicant.

Foundation Report

Nothing to report

Old Business

Board Retreat Review: the board received good feedback. They will continue with the “visioning” sessions throughout the year.

CTA Powell Building Assessment Proposal: Anna moved to table this matter to allow time to get questions answered, Tanya seconded, motion passed.

Meeteetse Library Renovation Update: The project is in mid-construction resulting in daily Internet outages. Valerie and Frances met with Jay Curtis and a furniture company representative, the library is joining the school on the furniture order to qualify for a volume discount. Completion of the first part of the school renovation is scheduled for Nov. 21. Loose ends will be tied up that week, before the library move on Nov. 28. It will take 2-3 days to move the library to the former shop. Prior to the move the shop will be cleaned and the floors painted. The library is scheduled to return to the school around February 8, 2012.

Bistro Gate Construction: The BOCC approved use of \$3,000 of the funds remaining from the Cap Tax revenues for the Bistro gate. The remaining Cap Tax funds were used for window replacement in the Cody library. Frances and a Groathouse Construction representative meet Monday about the gate. Dave mentioned it was okay to work with Groathouse as they did the original project. The county allotment is half of the cost of the gate.

New Business

Frances asked that the Cody and Powell libraries be closed Saturday, Dec. 24 and Sat. Dec. 31 for the Christmas and New Year holidays. Anna moved to accept the proposal, Tanya seconded, motion passed.

Date, time and place of November 2011 meeting

Thursday, November 17, 4:15 p.m. at the Park County Public Library.

Meeting adjourned at 5:16 p.m.

Jessica Case
Board Chair

Frances B. Clymer
Library Director

Joanne M. Patterson
Administrative Assistant