



1500 Heart Mountain Street
Cody, WY 82414
307-527-1880
parkcountylibrary.org
Board of Trustees Meeting
October 21, 2010

Call to Order

Chair Jessica Wagner called the meeting to order at 4:19 p.m. Library board members present were Tanya Lowham, Bruce McCormack, Anna Sapp, and Pat Stuart. Library staff members present were Frances Clymer, Marge Buchholz, Lisa Printz, and Joanne Patterson.

Approval of Minutes for September 16, 2010 meeting

The following corrections were made:

- The Winter Gathering is January 22, 2011, not January 2
- New Business, Powell Branch Library job descriptions, phrase should read “Jessie asked whether there was a need for Spanish speaking staff”

Bruce moved to approve the minutes as amended, Pat seconded, motion passed unanimously.

Consent Agenda

Anna asked about Jerry Hager’s work in the library. Frances said she is working from a grant through the Park County Archives.

Comment was made regarding the Powell Branch Library’s drop-in tech work sessions on Thursdays from 9-11 a.m. and whether the IT assistant has time for that. The desire is to integrate the IT person with library operations to help them understand how patrons use the computers and issues they face.

Concern was raised about remaining Summer Reading donations being given out during Banned Book Week. Lisa said that the donor approved the use of this donation for Banned Book Week.

Marge identified the donor of the large print collection to the Cody Library was the estate of Marilyn Riley.

Frances is participating in a webinar October 29 at 2 p.m. titled *Rural Libraries – Beefing Up the Funds* and invited others to join her if they could.

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

Current Financial Business

Joanne presented the current financial statements. Pat asked about Bistro income, Frances said that the Bistro is about \$6,000 ahead of last year and income projections are on pace with the

budget. Tanya clarified that on the Budget Summary, Net Income should be Gross Income. Joanne will clarify with the accountant if the Bistro Net Deposit is a net deposit or a gross deposit.

Correspondence and Communication

Frances shared thank yous for the Friends of the Cody Library dinner hosted by library staff and Summer Reading; report of securities held; a photo of the Global Grannies that met at the Biblio Bistro and a packet from the Soroptomists regarding the Violet Richardson Award for young women volunteers 14-17 years old.

Personnel Issues

Laura Rancani was offered the YA position in Cody. Interviews for the IT position are progressing.

Foundation Report

There was no meeting in October; the next meeting is in November. There is \$4,234.71 remaining in the Grizzly Fund.

Old Business

Powell Library Remodel

Remodeling began in the meeting room, paneling was removed, walls taped, plastered, and textured; painting will begin soon; wiring is in and holes are cut for additional outlets. The meeting room should be turned over to the library next Tuesday or Wednesday. The Smart Board is ordered and will be installed when the room is finished. A lock box will be installed to prevent the Smart Board from being used as a whiteboard. Phase 1 should be done by the end of January 2011.

Phase 2 involves moving the adult circulation desk so it is in the line of sight of the children's circulation desk and wall off staff offices to provide privacy.

The Board of County Commissioners instructed Dennis Spargur to bid out the painting and carpeting. There is a walk through tomorrow, Friday, October 22, for those interested in bidding on the project.

New Business

Policy Manual Revisions

Anna referred to the clause about eating in designated areas and suggested that clause be struck since there are no areas where people cannot eat or drink. The Library Code of Conduct will be folded into the Policy Manual. The other change relates to bringing animals into the library other than service animals and certified therapy dogs. Tanya moved to approve the policy manual revision, Bruce seconded, motion passed unanimously.

Auditor Request for Copy of Employee Handbook

The auditor would like a copy of the employee handbook for their permanent file to reference various items such as vacation and sick accrual policies, which helps with their field work testing

to be sure that what is being tested is in compliance with library policies. Anna moved the policy be sent to the auditors, Bruce seconded, motion passed unanimously.

December 26 and January 2 Closures

Frances requested that the Park County Public Library, Cody be closed Sunday, December 26, 2010, and Sunday, January 2, 2011. Anna moved that the library be closed those days, Pat seconded, motion passed unanimously.

Libraries as Third Places

Frances circulated literature to board members regarding libraries as third places. Pat commented that food enhances a third place and perhaps Powell should offer patrons a coffee cart. Lisa suggested that a small oven be added to provide warm pastries. In that event, a 220 outlet is required. This might be an opportunity to explore a contract arrangement with a food purveyor in Powell.

Anna raised the concern that the Powell improvements were not enough and something more was needed for the library. A discussion ensued resulting in a motion to initiate the planning process with a search for a planning grant. The motion was seconded and approved

Frances reiterated that the Foundation is paying the difference between the generic carpet that the county will pay for and the upgrade that the library wants for the Powell Branch Library. We need photos of deficiencies in the Powell Branch Library for visual documentation of the issues. Pat stressed the importance of focus groups and involving community leaders and patrons in the process. The question was raised whether we could work with other agencies in Powell. Bruce reminded everyone that Powell is not in line to get the lion's share of a future CAP tax as they received the lion's share of the last CAP tax that netted them the pool. However, any share Powell receives could suffice for a new library. Frances requested three ideas from each board member that are desirable for the Powell Branch Library by the November meeting. Frances and Lisa will look into grant options.

Keyboard for Cody Library

Pat suggested an electric keyboard was needed for the library system. Good electric keyboards sound just as good as good pianos. Randy Tracy, concertmaster with the Billings Symphony Orchestra, provided Marge with some recommendations. The best is a Kurzweil and there is a Yamaha that is very good. Used ones in good condition can be purchased for a good price. It can be set up as a practice piece. Frances is getting prices. The keyboard could be purchased with Grizzly funds. The Foundation supports the purchase. A keyboard will allow us to host more music programs. Frances also wants to contact Jim Hager for his recommendations. We will get prices then present them to the foundation.

Dolls/Lockers in the Children's Department

In the 1970s the Park County Public Library received a doll collection from Lucille Bailey. The collection was amassed from her world-wide travels. It is currently stored in the Children's Library activity room. Can it be removed from the library? Frances will ask the archives if they want it.

Lockers purchased for the Children's Library are not being used. They are too small. Dennis has no use for them and can move them out and put them up for bid. Lisa would like them for the Powell staff.

Frances was approached by a firearms person with a collection of books about firearms history. He is seeking a buyer who will purchase the collection then donate it to the library. It is a significant collection books about U.S. arms makers, directories, and foreign firearms makers. The collection includes 520 volumes requiring about 24' of shelf space. The value is \$65,000, but the selling price is \$48,000.

Pat brought up an idea to draw teens to the libraries, an Emerging Talent Scholarship Challenges at all three libraries. This idea needs thinking and brainstorming.

Date, time, and place of November meeting: November 18, 2010, 4:15 pm in the Bison Room Park County Public Library, Cody.

The meeting adjourned at 5:51 p.m.

Jessica Case Wagner
Board Chair

Frances B. Clymer
Library Director

Joanne M. Patterson
Administrative Assistant