



1500 Heart Mountain Street  
Cody, Wyoming 82414  
307.527.1880  
parkcountylibrary.org

Board of Trustees Meeting  
Meeteetse Branch Library, Meeteetse, WY  
September 16, 2010

### **Call to Order**

Chairman Jessica Wagner called the meeting to order at 4:19 p.m. Library board members present were Tanya Lowham and Bruce McCormack. Library staff present were Frances Clymer, Lisa Printz, Joanne Patterson, and Laura Crossett. Also present was Meeteetse Schools Superintendent Jay Curtis.

Jay began the meeting by giving an overview of the remodeling process. We are at 100% drawings. Grothouse found significant errors in the electrical phasing, which is what has delayed the bidding process, but the hope is that construction will start in October. The library is theoretically Phase 3, and if all goes according to schedule, work could begin as early as February. If not, however, the library may be delayed until next year, as the elementary wing will be done over the summer.

### **Approval of Minutes for August 19, 2010 meeting**

Frances noted that under New Business, it should read “the Board approved the Friends Oops card program.” Bruce moved to approve the minutes of the August meeting as amended. The motion was seconded and passed.

### **Consent Agenda**

Bruce moved to approve the consent agenda. The motion was seconded and passed.

### **Current Financial Business**

Joanne presented the current financial statements. Frances noted that Bistro staffing expenses are considerably lower than they were last year at this time due to Andrew’s rearranging of schedules and taking advantage of wage reimbursement through Workforce Development.

### **Correspondence and Communications**

The library received a number of summer reading thank you notes and one from the Kidz on the Move summer camp, a statement about our securities, and a thank you letter from the Census Bureau thanking us for letting them do training in the library.

## **Personnel Issues**

**New Staff in Powell:** Deborah Lenz, Page: Lisa explained that Deborah came to Powell this summer through the Workforce program and then applied for the page position.

**New Staff in Cody:** Janet Bucknell, Children's Assistant; Leslie Tribble, Page: Shirley Brock took a full-time teaching job in Wapiti and was replaced by Janet; page Becky Voss left and was replaced by Leslie. Bruce noted that Janet has excellent press release writing skills from her days as the forensics coach at the schools.

## **Cody YA Librarian Search**

Frances noted that the committee has conducted telephone interviews with the four top candidates and will be selecting a finalist tomorrow to bring to Cody for an face to face interview.

## **Executive Session pursuant to W.S. §16-4-405 (a) (ii)**

The board entered executive session at 4:52. The meeting resumed at 4:57 p.m. Pat Stuart joined the meeting during the executive session.

## **Foundation Report**

Pat noted that the Foundation met yesterday. They would like to arrange a meeting with the new County Commissioners after the election. The Winter Gathering will take place January 2. It will be similar to last year with some largely logistical changes about what takes place where. Additionally, there will be writers workshops held in the meeting rooms. Frances noted that there will be a Box Social auction (meals for two in a box). There was some discussion about writers who will be invited to the Gathering. Bruce also wondered if there was a chance to do a reissue of the small bears for the event. Pat noted that she felt it was a bit early to do another round of bears.

Frances also passed around before and after photographs of the Walley Murals, which will soon be installed in the Cody library.

Graham Jackson is resigning as president of the Foundation. They are also looking for more members, especially from Powell and Meeteetse.

## **Old Business**

**Powell Library Remodel:** Frances passed around a sketch of a possible rearrangement for the Powell library. She also discussed the planned sequence for the remodeling. Rick Cook Moving will be consulted about doing the move. Lisa noted that four weeks have already been blocked out for the remodeling of the meeting room, and it needs to be done during that time.

**Library Advocacy:** Jessie asked for people's ideas about library advocacy. Tanya noted that it starts with youth and their families wanting to be part of the library and that it seems like we're already doing great things great things in that regard. She wondered about reaching out to the schools and seeing how we can assist them. We discussed efforts that are already being made and the difficulties of getting to teachers and into schools.

Frances noted that a successful advocacy effort in the past involved teaming with the Rec Center. Kids were able to earn points to use at the Rec Center by reading books. Erin Evans coordinated the program. Frances also passed around an ad that ran in the Cody paper thanking all those involved in summer reading.

Laura suggested that talking points sheets about each library for the board might be helpful and volunteered to make them.

### **New Business**

**Powell Branch Job Descriptions** (postponed from August): There was some discussion of a concern raised by Anna about whether job descriptions were uniform across the branches and how that affected equity of pay. Frances noted that because the libraries are constituted differently, it is hard to have entirely uniform jobs, but that pay is equitable according to the duties each job has. Jessie asked whether there was for Spanish speakers in Powell. Lisa noted that adult Spanish materials are not circulating but that they are working to increase juvenile Spanish and bilingual holdings. They do try to work with the migrant center. Pat moved to approve the job descriptions as revised. The motion was seconded and passed.

**Directors' Retreat Update:** Frances noted that it was an excellent meeting and that there was much discussion of ebooks. Since there is no current standard dominant ebook format, and since Overdrive, the primary ebook vendor, limits circulation, Wyoming libraries are planning to wait and look at ebook options again down the road. Park County is in an enviable position in terms of funding as compared to other libraries in the state.

**Policy Manual revisions:** Frances noted that staff are reviewing both the Employee Handbook and the Policy Manual for consistency and accuracy. One major revision is that the policy currently states that family members of board or director may not work for library system. Frances would like to revise that to "immediate family members" due to the size of the community.

### **Date, time and place of October 2010 meeting**

Thursday, October 21 at 4:15 p.m.

The meeting was adjourned at 6:06 p.m.