



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
September 22, 2011**

Call to Order

Chair Jessica Case called the meeting to order at 4:25 p.m. at the Powell Branch Library. Library board members present were Anna Sapp, Tanya Lowham, Mike Bree, and Sue Bonner. Library staff members present were Frances Clymer, Marge Buchholz, Maggie Sullivan, Valerie Doyle, and Joanne Patterson.

Approval of Minutes for August 2011 meeting

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

Approval of Minutes for Special board meeting August 30, 2011 meeting

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

Consent Agenda

Frances asked that staff reports be approved. Tanya moved to accept the consent agenda, Mike seconded, motion passed.

Current Financial Business

Frances reviewed the financial statements. She commented that the Bistro now has a separate checking account which is included in the financial statements. Anna questioned why the beginning balances in the Investment Report and Summary of Checking differed. She would like a monthly column showing expenses and revenues.

Correspondence and Communications

The library received Summer Reading thank you letters; the Heart Mountain Foundation newsletter; thank you from the Powell Medical Foundation; thank you from Hinckley Library for the start of the school year breakfast hosted by the Powell Library.

Personnel Issues

Report on Powell recruiting process: Maggie, Renee and Frances interviewed a promising candidate for the PBL manager position. Frances is also conducting an informal search at the upcoming Wyoming Library Association annual meeting. Part-time temporary clerk for Powell: This position will remain unfilled at this time. Beth Roberson travels to Powell on Fridays to assist. Powell staff is functioning well and emergency relief clerks are being used to fill-in.

Foundation Report

Nothing to report

Old Business

Board Retreat Planning: Additional topics to be discussed are the meeting process and reports.

Public Services Manager Job Description: Anna requested that the word efficient be struck from the phrase “efficient operation.” The Essential Functions need to be re-numbered and points 16 and 19 combined. Anna moved to approve the job description as amended, Tanya seconded, motion passed.

CTA Powell Building Assessment Proposal: The board reviewed the proposal. Anna thought \$5000 was insufficient to provide an assessment of what is needed and questioned the usefulness of the assessment in discussion with the Board of County Commissioners. She suggested we wait toward the end of the fiscal year to see if funds were available from the budget to conduct the kind of assessment the board believes will provide the necessary information. Tanya asked if we didn’t want to begin planning and begin forming focus groups now. Frances offered to discuss the board’s concerns with Karen Kelley of CTA. Mike asked that if we approach CTA with our concerns, will CTA target those concerns. A report is needed so the board can proceed to the next level. The issue was tabled until the October meeting.

New Business

Director’s Retreat: Frances reviewed the matters discussed at the library director’s retreat held in Kemmerer, WY.

- Library Services Technical Assistance (LSTA) grants are awarded to states. Wyoming receives \$680,000. The grant provides a credit for WYLD system costs, which frees up \$2,000 to be used elsewhere; the LSTA grant funds Round-Up magazine, trustee training, webinar training, electronic resources, the Association of Rural and Small Libraries, Association of Bookmobile and Outreach Services, and the Volunteer Income Tax Assistance (VITA) program whereby volunteer-trained people come to libraries to help others.
- eBooks: Frances reported that vendors of eBooks prefer to work with individual libraries not a state-wide consortium such as exists in Wyoming. Some publishers require that after an eBook circulates 26 times, the library must purchase the eBook again. However, 3-M may be doing something Wyoming libraries could use. Two Wyoming libraries subscribe to the eBook service Overdrive for \$10,000/year in addition to paying for individual titles.

Continuing Education Funding: A suggestion was made to approach the Park County Library Foundation to support staff who wish to pursue advanced library education. Presently we reimburse tuition, but after the fact. This will be discussed at the board retreat.

Date, time and place of October 2011 meeting

Thursday, October 20, 4:15 p.m. at the Park County Public Library.

Meeting adjourned at 5:39 p.m.

Jessica Case
Board Chair

Frances B. Clymer
Library Director

Joanne M. Patterson
Administrative Assistant