



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
July 28, 2016**

Call to Order

Vice Chair Nickie Proffitt called the meeting to order at 4:30 p.m. at the Park County Library in Cody. Library board members present were Graham Jackson, Nickie Proffitt, and Lisa Smith. Library staff members present were Frances Clymer, Marge Buchholz, DeAnne Jensen and Lisa Heimer.

Election of Officers

Nickie moved to approve the following slate of officers, Lisa Smith seconded, motion passed.

Chair – Graham Jackson
Vice-chair - Nickie Proffitt
Secretary – Brandon Douglas
Treasurer- Lisa Smith
Foundation Liaison- Nickie Proffitt

Set day and time of meetings for FY 2017

Graham moved that the library board meet the 4th Thursday of each month at 4:30 p.m. in Bison Room at the Park County Public Library with the following exceptions – the September meeting is in Powell; the May meeting is in Meeteetse. Lisa seconded, motion passed.

Approval of Official Bank for FY 2017

Graham moved to retain First Bank of Wyoming, Lisa seconded, motion passed.

Approval of Media Outlets for FY 2015-2016

Lisa moved to continue with the Powell Tribune, Cody Enterprise, KPOW, YPR, Big Horn Radio Network, Meeteetse Bulletin, KEMC, KULR-8, KTVQ, Yellowstone Gate and Basin Reboot; Graham seconded, motion passed.

Consent Agenda

Consent agenda included approval of June 2016 minutes, PCLS Monthly Reports, bank statements, check registers, bills paid, and correspondence. Graham Jackson moved to approve the consent agenda, Lisa Smith seconded, motion passed.

Branch Manager Updates

DeAnne Jensen reported that two Meeteetse events, the Tour de Wyoming bike race and the release of Black Footed Ferrets, both generated lots of visitors to the library as well as use of the wi-fi and materials. Cody Librarian, Marge Buchholz, shared information about the new shelving that was purchased by their support group, The Friends of Cody Library. Shelves were recently installed in the children's area, the lobby area and the adult fiction area.

Current Financial Business

Frances reviewed the reconciliation report and the budget reports. Graham moved to approve the financial reports, Lisa seconded, motion passed.

Old Business

The board discussed the protection provided by the Good Samaritan Law. The board decided not to provide CPR training for library staff. Frances will look into a refresher training on the AED equipment.

The new draft of the Social Media Policy was reviewed with the one recent change underlined. Graham motioned to approve the policy, Lisa seconded, motion passed.

Frances provided an update on the new shelving in the Cody library. We will have a press release about the new large print area after issues with the shelves are resolved. Frances also reported that the microfilm reader and scanner was returned and repaired and then will be returned to us. Chris will install it in the Powell library in early August.

New Business

Frances reviewed the final budget from the Board of County Commissioners. Lisa made a motion to formally adopt the FY2017 budget, Graham seconded, motion passed.

Frances reported that the BOCC has interviews set up with 3 candidates for library board member that were generated from the second advertisement in July.

Graham made a motion to remove Rachel DeShong from the bank account since she is no longer on the board. Lisa Smith seconded the motion and motion passed.

Graham made a motion to add the new treasurer, Lisa Smith, to the bank account. Lisa seconded the motion, motion passed.

Frances made a proposal to change the Bistro hours based on the tracking of sales in the late afternoon. Graham made a motion to change the closing time to 4 pm (Monday-Friday) and to revisit the issue in six months. Lisa seconded the motion and the motion passed.

Frances made a proposal to hold the annual all county staff meeting on Friday, October 21. Lisa Smith made a motion to approve the proposal and close the 3 libraries on October 21 while the staff meeting is held in Cody.

Frances discussed the receipt of 50% of the annual funding from Park County. Lisa Smith made a motion to transfer 50% of the book budget for each library to the Wyoming State Library materials accounts so they can pay the Baker and Taylor bills. The amounts will be Cody-

\$15,100.00, Powell- \$10,460, and Meeteetse- \$2125.00. Graham seconded the motion and the motion passed.

Date, time and place of August 2016 meeting

Thursday, August 25, 4:30 p.m. in the Bison Room of the Cody Library.

The meeting adjourned at 5:30 p.m.

Nickie Proffitt
Chair

Frances B. Clymer
Library Director

Lisa Heimer
Administrative Assistant