



**Park County Library System**  
**1500 Heart Mountain Street**  
**Cody, Wyoming 82414**  
**Board of Trustees Regular Meeting**  
**July 27, 2017**

### **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 Nickie Proffitt, Brandon Douglas, Greg Bevenger, Bobbi Bronnenberg and Lisa Smith. Others present were Park County Commissioner Jake Fulkerson and library staff, Frances Clymer, Marge Buchholz, Faith Johnson and Lisa Heimer.

### **Election of Officers**

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

Chair – Greg Bevenger  
Vice-chair - Nickie Proffitt  
Secretary – Brandon Douglas  
Treasurer- Lisa Smith

### **Set day and time of meetings for FY 2017**

Trustee Proffitt moved that the library board meet the 4<sup>th</sup> 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; November meeting moved to November 16 in Cody; the May meeting is in Meeteetse. Trustee Smith seconded, motion passed.

### **Approval of Official Bank for FY 2017**

Trustee Douglas moved to retain First Bank of Wyoming, Trustee Proffitt seconded, motion passed.

### **Approval of Media Outlets for FY 2015-2016**

Trustee Douglas 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; Trustee Smith seconded, motion passed.

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

The board entered executive session at 4:40 pm. The board returned from executive session at 4:57 and the regular meeting resumed. No action was taken.

### **Bistro Business Plan Review**

The board discussed the previous business plan, Bistro history, budget and current options. The discussion included board members voicing an interest in looking for an outside vendor to operate the Bistro, rather than making menu changes or closure. The board discussed goals and questions to ask in the August 1, 2017 work session with the Board of County Commissioners.

### **Foundation Update**

Frances Clymer reported that the Park County Library Foundation is prepared to help with funding materials and programming as needed.

### **Consent Agenda**

Consent agenda included approval of June 2017 minutes, PCLS Monthly Reports, bank statements, check registers, bills paid, and correspondence. Trustee Proffitt moved to approve the consent agenda, Trustee Smith seconded, motion passed.

### **Branch Manager Updates**

Reports were tabled until the next meeting.

### **Current Financial Business**

Frances Clymer presented the reports. Trustee Proffitt moved to approve the financial reports, Trustee Smith seconded, motion passed. The board discussed the depositing operating funds at Wyoming State Library.

### **Old Business**

Report on the focus groups was tabled until the next meeting when Tara Kuipers should be able to attend. Summaries were given to board members for review.

### **New Business**

The board discussed the current job openings in Powell and Cody. They instructed Frances Clymer to request permission to hire from the Board of County Commissioners.

Trustee Smith made a motion to remove Graham Jackson from the bank account since she is no longer on the board. Trustee Proffitt seconded the motion and motion passed.

Trustee Smith made a motion to add the new chair, Greg Bevenger, to the bank account. Trustee Proffitt seconded the motion, motion passed.

The board returned to discussion of the Bistro goals and issues with soliciting and outside vendor. Deep fat frying cannot be allowed because of damage to the collection from oil dispersed in the air and lack of an adequate ventilation system or separation of the kitchen from the library. Bathroom issues, hours, door access, tenant finish and equipment were mentioned. Goals for the BOCC work session were prioritized. The key topic will be whether the BOCC will support a Request for Proposal for a vendor to run the Bistro. Questions include how the lease agreement and rent would be managed, what stipulations the BOCC would have for a possible tenant, how budgetary savings and rental revenue would be incorporated into the library budget.

Frances Clymer presented the final budget as approved by the Board of County Commissioners. Trustee Smith made a motion to formally adopt the FY2018 budget, Trustee Proffitt seconded, motion passed.

**Date, time and place of August 2016 meeting**

Thursday, August 24, 4:30 p.m. in the Bison Room of the Cody Library.

The meeting adjourned at 6:10 p.m.

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Greg Bevenger  
*Chair*

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Frances B. Clymer  
*Library Director*

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Lisa Heimer  
*Administrative Assistant*