



**Park County Library System  
1500 Heart Mountain Street  
Cody, Wyoming 82414  
Board of Trustees Regular Meeting  
July 23, 2015**

### **Call to Order**

Rachel DeShong called the meeting to order at 4:30 p.m. at the Park County Library in Cody. Library board members present were Rachel DeShong, Nickie Proffitt, Lisa Smith, and Brandon Douglas. Library staff members present were Frances Clymer, Marge Buchholz, Faith Johnson, and Lisa Heimer. All present introduced themselves. Frances welcomed new board members.

### **Approval of Minutes for June 2015 meeting**

Nickie moved to approve the minutes, Brandon seconded, motion passed.

### **Election of Officers**

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

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

### **Set day and time of meetings for FY 2015-2016**

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

### **Approval of Official Bank for FY 2015-2016**

Brandon moved to retain First Bank of Wyoming, Nickie seconded, motion passed.

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

Nickie moved to continue with the Powell Tribune, Cody Enterprise, KPOW, YPR, Big Horn Radio Network, Meeteetse Bulletin, KEMC, and to add Billing TV stations KULR-8 and KTVQ, and add social media Yellowstone Gate and Basin Reboot; Brandon seconded, motion passed.

## **Consent Agenda**

Nickie moved to approve the library reports, statistics, bank statements, check registers, and bills to be paid, Brandon seconded, motion passed.

**Branch Manager Updates:** Faith reported that Maggie Sullivan is resigning from her Powell position after 10 years, and there will be a going away party for her Thursday, August 6 at 4:30 pm. Courtney Suko has accepted the job as Maggie's replacement. Marge reported that all 3 libraries will be hosting author Craig Johnson in August. He will be in Cody August 12 in the Bistro at 6:30 pm.

## **Current Financial Business**

Frances reviewed the financials, including:

- Reconciliation Report
- Monthly Budget Report

The review of the reports included description of the Library and Bistro deposits and the investments at the Wyoming State Library. Nickie moved to approve the current financial business, Brandon seconded, motion passed.

## **Personnel Issues**

The library board went into executive session at 5:22 pm.

The library board came out of executive session at 5:49 pm.

A motion was made by Brandon Douglas regarding the matter discussed in executive session, Nickie Proffitt seconded, motion passed.

## **New Business**

Formal adoption of the FY2016 Budget; Nickie made a motion to approve, Brandon seconded, motion passed.

Nickie Proffitt motioned to remove Jessica Case and Anna Sapp from the bank accounts as they are no longer on the library board, Lisa Smith seconded, motion passed.

Brandon Douglas motioned to add Rachel DeShong to the bank account as the new library board chair, Lisa Smith seconded, motion passed. Graham Jackson is remaining as treasurer so no changes are needed for the treasurer position.

Discussion was held about a Jane Kellogg boot sculpture that is potentially going to be donated to the library by Martha Steadman Matloff.

The report from Frances on the 5-year trends of computer use was discussed.

Possible changes to the circulation map allowing for longer check out times on older materials was also discussed.

**Date, time and place of August 2015 meeting**

Tuesday, August 27, 4:30 p.m. in the Cody Library Bison Room.

The meeting adjourned at 6:15 p.m.

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Rachel DeShong  
*Chair*

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Frances B. Clymer  
*Library Director*

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Lisa Heimer  
*Administrative Assistant*