



Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
August 24, 2017

Call to Order

Chairman Greg Bevenger called the meeting to order at 4:30 p.m. at the Park County Library in Cody. Library board members present were Greg Bevenger, Nickie Proffitt, and Bobbi Bronnenberg; Lisa Smith and Brandon Douglas were absent. Library staff present were Frances Clymer, Marge Buchholz, Faith Johnson, DeAnne Jensen and Lisa Heimer.

Focus Group Report

Consultant Tara Kuipers attended the meeting to review her report on the five focus groups held in June 2017. She summarized her findings from the report (see document attached to July meeting reports). She discussed each of the themes that emerged from the groups; people, marketing, tech vs. traditional resources, technology, way finding, engagement, hours, facilities, kid's programs, and outreach. Tara answered questions from board members and staff members about the recommendations and comments from the groups. Frances Clymer suggested incorporating the findings into the strategic plan through future discussions perhaps addressing one or two topics at each board meeting this fall.

Consent Agenda

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

Branch Manager Updates

DeAnne Jensen reported on the end of the Meeteetse Summer Reading Program and the transition to the new school year. Faith Johnson reported on Powell's youth programming including their Summer Reading celebration. Marge Buchholz reported on the upcoming music and author talks in the Cody library.

Current Financial Business

July budget summary and reconciliation reports were not available due to a delay at the accounting firm. The board discussed depositing operating funds at Wyoming State Library to earn the higher interest rates. The board reviewed their decision made in the May board meeting. The new account was opened in June with \$1000.00 from the interest savings account. Operations funding will be kept in this separate account from the encumbered materials,

technology, foundation funds, interest, and legislative funds accounts. Nickie Proffitt made a motion to transfer \$564,000.00 of operations fund from First Bank of Wyoming to Wyoming State Library, and to allow transfers from WSL back to the First Bank checking account monthly as needed to meet monthly payroll and other operating expenses; Bobbi Bronnenberg seconded the motion, motion passed.

Old Business

Chair Greg Bevenger discussed staff bonus funding from the Park County Board of County Commissioners. The funding amount of \$26,945 is not sufficient to cover bonus levels of \$1,000 per full-time employee which Park County employees received. A schedule of smaller amounts varying by hours worked per week (\$775, \$525, \$375) was proposed. These amounts would keep the total, including social security costs within the budgeted \$26,945. Trustee Bronnenberg made a motion to pay the bonuses according to the proposed schedule; Nickie Proffitt seconded the motion; motion passed. Employees will be able to choose to have their bonus deposited in their Health Saving Account or Health Reimbursement Account and those bonuses will not have social security or federal income tax withheld.

A draft of the request for proposals for a vendor to provide food service in the Biblio Bistro was discussed. Current bistro staffing problems and resignations were discussed. BOCC work session with the library to discuss the RFP is scheduled for September 19.

New Business

Frances Clymer presented a proposal to close the Cody library on Sundays. Nickie Proffitt made a motion to change the hours, Bobbi Bronnenberg seconded the motion and the motion passed.

The board discussed the current personnel changes in the libraries. Board chair instructed Frances Clymer to request permission to hire 3 vacant positions from the Board of County Commissioners in the next available BOCC meeting in September.

Frances Clymer presented a proclamation congratulating Edie Phillips on her retirement after 25 years of service. Trustee Bronnenberg made a motion to accept the proclamation; Nickie Proffitt seconded the motion; motion passed.

Date, time and place of September 2017 meeting

Thursday, September 28, 4:30 p.m. in the Powell Library.

The meeting adjourned at 5:55 p.m.

Greg Bevenger
Chair

Frances B. Clymer
Library Director

Lisa Heimer
Administrative Assistant