



**Park County Library System  
1500 Heart Mountain Street  
Cody, Wyoming 82414  
Board of Trustees Regular Meeting  
October 27, 2016**

### **Call to Order**

Chair Graham Jackson called the meeting to order at 4:30 p.m. at the Park County Library in Cody. Library board members present were Graham Jackson, Brandon Douglas, Greg Bevenger, Lisa Smith and Nickie Proffitt. Library staff members present were Frances Clymer, DeAnne Jensen, Jo Norlin, Marge Buchholz and Lisa Heimer. Nikki Brew attended as a representative for the Park County Library Foundation.

### **Consent Agenda**

Consent agenda included approval of September 2016 minutes, PCLS Monthly Reports, bank statement, check register, bills paid, and correspondence. Brandon Douglas moved to approve the consent agenda, Lisa Smith seconded, motion passed.

### **Branch Manager Updates**

DeAnne Jensen reported the performance by “The Kilted Man” was a big success in Meeteetse with 185 people attending including the students, teachers, and the public. Jo Norlin reported for the Powell Library and shared pictures of their Literary Pumpkins event. Marge Buchholz reported that the performance by Jerry Barlow in Cody was well attended. She also reported that Cody was pleased to be one of the host sites for the 2016 Wyoming Library Association (WLA) conference.

### **Current Financial Business**

Frances reviewed the reconciliation report and the budget reports. She made note that the expenses from the technology account were for additional new security cameras. Nickie moved to approve the financial reports, Lisa seconded, motion passed.

### **Park County Library Foundation Update**

Frances and Nikki Brew reported about the plans for the Winter Gathering event on January 21, 2017. The theme for this year is going to be “Make It” or “Create It” and focus on art, technology and craft. They are hoping to tie in the event to the Powell MakerSpace. PCLF is also preparing to mail their annual appeal fundraising letter.

### **Old Business**

Frances reported on the WLA meeting that was held today in the Cody library. The event was a first attempt at a one-day digital conference with regional host sites. The conference was

attended by most PCLS staff as well as librarians from Worland, Greybull, Ten Sleep, Thermopolis, Cody schools, the McCracken Research Library and Northwest College Library. Initial feedback was good and participants were able to attend a wide variety of programs broadcast in four different meeting rooms.

In additional old business Frances reported she had surveyed the library staff regarding the logo change and the majority of staff (15-8) did not support changing the logo.

### **New Business**

Frances briefly discussed a patron behavior incident that had taken place, and she discussed the outcome and the fact that she is developing procedures to better deal with similar events.

Frances reported a new staff vacancy and the need to request permission from the BOCC to fill the vacancy. Graham volunteered to attend the BOCC meeting.

The board discussed and took action on an addition to the PCLS Policy Manual of the wording “(including e-cigarettes)” in Section 3 Public Service Policies, part B. Library Patron Responsibility for Behavior regarding the no-smoking policy (see attached copy of policy). Nickie Proffitt made a motion to accept the change, Lisa Smith seconded the motion, and the motion passed.

### **Date, time and place of December 2016 meeting**

Thursday, December 15, 4:30 p.m. in the Park County Library Bison Room.

The meeting adjourned at 5:22 p.m.

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Brandon Douglas  
*Board Secretary*

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Frances B. Clymer  
*Library Director*

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Lisa Heimer  
*Administrative Assistant*