



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
March 24, 2016**

Call to Order

Rachel DeShong called the meeting to order at 4:38 p.m. at the Park County Library. Library board members present were Rachel DeShong, Nickie Proffitt, Lisa Smith, and Graham Jackson. Library staff members present were Frances Clymer, Marge Buchholz, Faith Johnson, Linda Seaton, and Lisa Heimer.

Branch Manager Updates

Faith Johnson reported that the Powell Library is holding the annual Edible Books Contest on April 7. Marge Buchholz reported that the Park County Leadership Institute had a group tour the Cody library on March 23. No report for Meeteetse.

Approval of Consent Agenda

Graham Jackson moved to approve the consent agenda which included the previous meeting minutes, library reports, statistics, bank statements, check registers, bills to be paid, and correspondence. Lisa Smith seconded the motion; motion passed.

Current Financial Business

Frances Clymer reviewed the financials, including:

- Reconciliation Report
- Monthly Budget Report

Graham Jackson moved to approve the current financial business, Lisa Smith seconded, motion passed. The board discussed the operating expenses for the library. There is a need for a new espresso machine for the Bistro. The board requested getting 3 quotes from different vendors. The board discussed a procedure for approving large expenditures that are not included in the current budget. No current policy requires board approval specifically for larger expenses.

Foundation Report

Frances reported on the PCLF annual fundraising appeal. The total raised this year was over \$26,000. The PCLF Winter Gathering event in January came out ahead on expenses. Nickie Proffitt suggested inviting the current PCLF chair to attend the next board meeting. Rachel will draft a letter to PCLF.

Old Business

NWC internship development was discussed with an update from Nickie. She and Frances met with Amy Fulton the Academic Career Center Coordinator from NWC. They are looking into an Early Childhood Education Internship with the Powell Branch Library for the late fall of 2016. The internships will most likely be for NWC credit and a \$300 stipend from the Alta Mae Markham Scholarship Funds with the Foundation. Frances Clymer will discuss the funding with the PCLF.

Faith Johnson gave a brief update on the Powell Young Adult Services Coordinator search.

The board held a discussion regarding the FY2017 budget. After reviewing a draft proposal, Graham Jackson made a motion to submit the proposal to the Park County Board of County Commissioners. Lisa Smith seconded the proposal and the motion passed.

New Business

The Board discussed the approval to the Strategic Plan. Frances shared the public comments that the library received in the 90 day comment period. They included focusing on issues with underserved populations in Cody, and how to better serve Powell and Meeteetse residents with smaller facilities and less funding. The board further discussed the wish lists and the furniture and equipment needs generated for each library. Graham Jackson moved to approve the Strategic Plan; Lisa Smith seconded the motion; motion passed. Further planning will be held after the next regular board meeting.

Date, time and place of March 2016 meeting:

Thursday, April 21, 4:30 p.m. at the Ivy Inn board room, in Cody.

The meeting adjourned at 5:45 p.m.

Rachel DeShong
Chair

Frances B. Clymer
Library Director

Lisa Heimer
Administrative Assistant