



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
December 28, 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, Bobbi Bronnenberg, and Lisa Smith. Nickie Proffitt and Brandon Douglas were absent. Library personnel present were Frances Clymer, Marge Buchholz, Faith Johnson, DeAnne Jensen and Lisa Heimer.

Consent Agenda

Consent agenda included approval of November 16, 2017 minutes, PCLS Monthly Reports, bank statements, check registers, bills paid, and correspondence. Trustee Bronnenberg moved to approve the consent agenda, Trustee Smith seconded, motion passed.

Branch Manager Updates

DeAnne Jensen reported on the chess tournament and practice sessions in the Meeteetse Library. Powell had no report. Marge Buchholz reported on the upcoming February chess tournament in Cody that is being set up and planned by a Cody Middle School student and chess enthusiast.

Current Financial Business

November budget report and reconciliation report were reviewed including Wyoming State Library interest accounts, WSL operations account and the First Bank of Wyoming checking account. The board reviewed the Meeteetse replacements account and the process of replacing collections with the limited shelf space available. They also reviewed the technology account and discussed replacements for computers and other technology needs. Trustee Bronnenberg moved to approve the financial reports and Trustee Smith seconded the motion, motion passed.

Old Business

Bistro RFP Update: The walk-through for interested vendors on December 22 had one group attend. The advertised deadline for applications is January 12, with a January 16 review at the Board of County Commissioners meeting.

New Business

Frances Clymer reviewed all of the library system accounts with the board members. She presented the Park County audit numbers from 6/30/2017. The board discussed changing the format of the reconciliation reports to designate 'restricted cash funds' and 'unrestricted funds'

in an effort to provide clarity through language consistent with the audit report. Wyoming State Library Savings account should be designated as ‘interest’ or interest revenue, Meeteetse replacement funds should be listed separately from other Cody, Powell, Meeteetse book/materials funds and AV funds. Frances discussed and will document the sources (PCL Foundation, Wyoming legislature, budget, insurance claim compensation) of funds on deposit at the State of Wyoming. The budget reports going forward will include the wording “Cash carryover from FY2017” to distinguish unspent funds in the prior year from other restricted funds and cash on hand.

Frances announced that Sue Christenson’s retirement will be as of January 31. She started her service with the library in January of 1986. The Cody library will be looking to fill the AV/Periodicals clerk job that Sue is leaving.

Frances presented information about the self-check systems. The cost of the renewal of the maintenance contract is \$5,500. The cost to replace the systems is approximately \$20,000. The machines are running on outdated Windows software and were originally purchased in 2009. The board discussed the usage statistics in Cody and Powell and the cost savings on the maintenance contract for new systems. The board requested that Frances pursue ordering 3 new units contingent on some financial assistance from the PC Library Foundation.

Executive session

The board went into executive session at 5:40 pm. The board returned from executive session at 5:45 pm.

The meeting adjourned at 5:45 p.m.

Date, time and place of the next meeting:

Thursday, January 25, 4:30 p.m. in the Park County Library in Cody.

Greg Bevenger
Chair

Frances B. Clymer
Library Director

Lisa Heimer
Administrative Assistant