



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
February 26, 2018**

Call to Order

Chairman Greg Bevenger called the meeting to order at 4:37 p.m. at the Park County Library in Cody. Library board members present were Greg Bevenger, Nickie Proffitt, Bobbi Bronnenberg, Brandon Douglas and Lisa Smith. Library personnel present were Frances Clymer, Marge Buchholz, Faith Johnson, DeAnne Jensen and Lisa Heimer. BOCC liaison Jake Fulkerson was absent. Two guests, Mr. and Mrs. Flesher were also present.

Old Business

Update on Bistro Work Session with BOCC: Frances reviewed ideas from the work session including the possibility of revising the RFP and reissuing it or the possibility of reopening with limited staff and limited food. Parties who were interested but did not apply could be surveyed for information on how and why the RFP seemed too restrictive. Patrons who regularly use and enjoy the Bistro space should be surveyed on how they use the space and the level of food that is needed. For example: Is beverage service and baked goods adequate?

Guests, Rick and Vicky Flesher both spoke to support the Bistro and encourage the library board to continue running the Bistro as a community gathering space and great meeting space in Cody. They said they have many friends who are also supporters of the Bistro and the service that the library provides to Cody residents and out of town visitors. The library board thanked the Fleshers for attending. The possibility of using volunteers to partially staff the bistro was also discussed.

Consent Agenda

Consent agenda included approval of January 25 and February 9, 2018 minutes with two corrections to the February 9, 2018 minutes. PCLS Monthly Reports, bank statements, check register, bills paid, and correspondence were also approved. Trustee Proffitt moved to approve the consent agenda, Trustee Smith seconded, motion passed.

Branch Manager Updates

DeAnne Jensen reported on the 'Dr. Seuss Birthday Party' in Meeteetse the previous Thursday. Marge Buchholz reported that the Cody library would have the new self-checkout stations running soon. Faith Johnson reported on the Powell 'Baby and Toddler Story Times.' She also reported on the 'Blind Date with a Book' program. Frances reported on the E-rate funding. The

libraries in Wyoming that responded to her question primarily do not seek E-rate funding because the reporting is cumbersome and there are filtering requirements that most libraries do not meet because they do not filter content.

Current Financial Business

The January budget report and reconciliation report were reviewed including more changes for clarity to detail entries on the reconciliation report. The board discussed transferring the operations account funds back to the checking account because the State of Wyoming is no longer going to allow general operating funds to be on deposit. The board also requested estimate on how much money will be left in the various materials accounts at the end of the year and a comparison of some prior years' spending on collections when the funding was is the regular budget. Trustee Douglas moved to approve the current financials and Trustee Smith seconded the motion, motion passed.

Old Business

Update on Bistro Work Session with BOCC: Greg Bevenger reviewed some of the bistro/new library history and BOCC support that Tim French presented in the work session February 20, 2018.

Reference Librarian Vacancy update: Frances reported that the Wyoming State Library had provided statistics on the salary range in six counties of similar size and the average pay for librarians was \$45,000 per year (\$21.64 per hour). The range was \$38 K- \$58 K with some only having a bachelor's degree. Idaho salaries range from \$48 K- \$54 K and there are similar ranges in Utah and Montana.

Self-Check System Update: The equipment has arrived and installer will finish setting them up soon. Two new units will replace the two old units in Cody and one unit will replace the old unit in Powell.

New Business

New staff: Cody Children's department has hired Garrett Randolph for the assistant position.

MakerSpace Update: Frances reported that the PCLF will again provide funding for the Powell MakerSpace and they will provide 2 outreach trips per year to the Cody and Meeteetse libraries for programs.

Equipment Leasing Options: IT person, Chris Beyeler, provided Frances with pros and cons of Dell Leasing Program. The board will continue this discussion next month.

Compensation Planning for FY2019: Frances Clymer presented information on the step and grade system used by Park County including their point system for initially setting up grades for each job position. The board discussed examples of pay plans and resources like glassdoor.com for sourcing US averages for public library pay as well. Board members requested an estimate of the cost to bring library wages up to the Park County pay grade system levels.

Board Meeting Scheduling: The board discussed scheduling of meetings. March meeting is moved to Tuesday March 27 at 5:00 pm in Cody. April meeting will remain as scheduled for April 26 at 4:30 pm in Cody. The fourth Thursday of the month at 4:30 pm will remain as the regularly scheduled time for now.

Board and Director Evaluations: The board discussed board member and library director evaluations. They would like to see examples of the suggested self-evaluations from WSL and NWC and set a date in the future to proceed with that process. Frances described her past evaluations with prior boards. Brandon Douglas made a motion for Frances to move ahead with preparing her progress report to present to the board for her evaluation. Lisa Smith seconded the motion and the motion passed.

Executive Session, Pursuant to W.S. 16-4-405 (a) (x)

The board went into executive session at 6:35 pm. The board returned from executive session at 7 pm.

The meeting adjourned at 7 p.m.

Change Date, time and place of next regular board meeting:

Tuesday, March 26, 5:00 p.m. in the Park County Library in Cody.

Greg Bevenger
Chair

Frances B. Clymer
Library Director

Lisa Heimer
Administrative Assistant