



**Park County Library System  
1500 Heart Mountain Street  
Cody, Wyoming 82414  
Board of Trustees Regular Meeting  
March 27, 2018**

### **Call to Order**

Chairman Greg Bevenger called the meeting to order at 5:10 p.m. at the Park County Library in Cody. Library board members present were Greg Bevenger, Nickie Proffitt, Bobbi Bronnenberg, and Lisa Smith. Brandon Douglas was absent. Library personnel present were Frances Clymer, Marge Buchholz, Faith Johnson, DeAnne Jensen and Lisa Heimer. BOCC liaison Jake Fulkerson was also present.

### **Consent Agenda**

Consent agenda included approval of February 26, 2018 minutes, PCLS monthly reports, statistics, bank statements, check register, bills paid, and correspondence. Trustee Proffitt moved to approve the consent agenda, Trustee Bronnenberg seconded, motion passed.

### **Branch Manager Updates**

Faith Johnson reported on upcoming Edible Books Contest in the Powell library. DeAnne Jensen shared photos of the Dr. Seuss Birthday Party in Meeteetse. Marge Buchholz reported that the new self-checkout stations are up and running. The Cody library has also ordered several new large print books thanks to donations from friends of Connie Keller and donations in memory of Mr. OJ Clingman.

### **Current Financial Business**

The board reviewed the February budget report and the February reconciliation report including more changes for clarity to detail entries on the reconciliation report. The board discussed the operations account, which is now closed because the State of Wyoming is no longer going to allow general operating funds to be on deposit. The initial transfer of \$1000 was transferred back to the interest account and the remaining \$4000 was transferred back to the FBW checking account.

There was a \$10,000 transfer from the Legislative Account to the AV account to cover audiovisual purchases for the rest of the year. The board requested an estimate on how much money will be left in the various WSL materials accounts at the end of the fiscal year. The board also requested from Frances a summary of previous materials and technology budget amounts from prior years. The board reviewed the overall operations budgets from FY2012-FY2018 to see where cuts had been made over the last several years. Commissioner Fulkerson suggested

using the reviewed data in the library budget presentation to the BOCC this spring. The board discussed the items which have been cut in total or in part including book collection purchases, AV materials purchases, technology/computer purchases, travel and meeting expense, magazine subscriptions, and electronic databases subscriptions. Commissioner Fulkerson requested year-to-date figures on the purchases from the Wyoming State Library materials funds.

Fulkerson and board members discussed bistro budget amounts for salaries and cost of goods, and they reviewed the shortfall in revenue for this year (\$35,028.12). They discussed the left-over salaries offsetting the lack of revenue. Board members expressed the concern that decisions on the bistro fiscal needs for next year be decided soon, so that they can be incorporated into the FY2019 budget.

Bobbie Bronnenberg moved to approve the current financials and Trustee Proffitt seconded the motion, motion passed.

### **Old Business**

Reference Librarian Vacancy Update: Frances reported that 4 applications have been received, with one qualified applicant who will be interviewed in the next few weeks.

Self-Check System Update: All three new systems are installed and running and patrons are pleased with them.

Equipment Leasing Options Update: After further research, Frances and the staff IT person believe that continuing to purchase equipment on a rotating schedule is more cost effective for the library needs than leasing options. Frances also reported that the libraries are installing more cameras in both Cody and Powell because a variety of inappropriate things has happened recently and the added cameras will offer better security.

Board and Director Evaluations Update: Two examples of board member self-evaluations were distributed. Director goal setting progress report was again discussed. The board will schedule the review for Director Frances Clymer at the next regular meeting on April 26.

Compensation Planning for FY2019: Chairman Bevenger discussed issues of wage disparity and the need for the library system to level the library salary schedule with the Park County salary schedule. Frances presented some of her current work on matching library system positions with the county grade schedule using the point system that was developed for Park County in 2010 by an outside human resources consulting firm. The board requested specifics on the cost of implementing the Park County Government's current step and grade system in the Park County Library System. Chairman Bevenger again requested a 1% multiplier figure to use in calculating cost of living increases based on the current salary schedule. Frances proposed that she could present figures for bringing PCLS staff to step 1 of their appropriate grades in the county system as well as bringing PCLS staff to step levels consistent with each individuals' longevity and experience. Board members agreed that income disparity for front line library staff and professional level jobs is likely a cause of the staff retention, turn-over and hiring problems of the last several years.

## **New Business**

Bistro Survey: Frances presented some anecdotal conversations about patrons' desires to keep the bistro open that were similar to the concerns voiced by the guests at the previous board meeting in February who spoke in favor of keeping the bistro open. Frances presented a plan for writing an informal survey with the help of the WSL resources and Librarian Susan Mark. The board held discussion about survey questions, potential survey participants, and format. Trustee Proffitt suggested a press release directing patrons to a website link for the survey. Having a paper survey in the all 3 libraries for active patrons was also suggested. Trustee Smith requested a general comment box should be included in addition to the short 5-6 simple multiple choice questions. Frances stressed the timeline for completing the survey quickly. The board would like comments and suggestions collected in the upcoming month.

AV Position Update: Allison Wildman has been hired to fill the vacancy from the January retirement of Sue Christensen in Cody AV/Periodicals Department.

The meeting adjourned at 6:15 p.m.

### **Date, time and place of next regular board meeting:**

Thursday, April 26, 4:30 p.m. in the Park County Library in Cody.

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Greg Bevenger  
*Chair*

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Frances B. Clymer  
*Library Director*

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Lisa Heimer  
*Administrative Assistant*