



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
December 20, 2018**

Call to Order, Roll Call

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 Geoff Baumann, Greg Bevenger, John Gordnier and Nickie Proffitt. Library personnel present were Frances Clymer, Faith Johnson, DeAnne Jensen, Marge Buchholz, and Lisa Heimer. BOCC liaison Jake Fulkerson was absent. Dossie Overfield was present as a guest. Board member Bobbie Bronnenberg was absent.

Consent Agenda

Consent agenda included approval of November 15, 2018 minutes, PCLS monthly reports, statistics, bank statements, check register, bills paid, and correspondence. Several items were added to the current meeting agenda in old business and in new business. Trustee Proffitt moved to approve the consent agenda, Trustee Gordnier seconded, motion passed.

Branch Managers Report

No individual report from Cody and Powell Library. DeAnne Jensen reported on the Meeteetse library children's holiday party. She also reported for all libraries on the RB Digital usage numbers for Park County library patrons and how to find more information about downloadable e-books and audiobooks and the resources from the Wyoming State Library's GOWYLD website (<http://gowyld.net/>).

Current Financial Business

Director Frances Clymer reviewed the budget and reconciliation reports. When reviewing the interest account Clymer highlighted that it is unencumbered and counted as part of the cash on hand, as is the FBW checking account. The board also reviewed the encumbered accounts and their special purposes including the Meeteetse Replacement Fund (insurance claim money), and the Legislative Fund which was a gift from the Wyoming State Legislature for libraries to use for development of their collections. Chairman Bevenger asked that end of fiscal year balance estimates for the encumbered funds are prepared by Frances for the next BOCC and library board quarterly update meeting in February. Trustee Baumann moved to approve the October and November financials, Trustee Proffitt seconded, motion passed.

Old Business

Library board self-evaluation questions have been prepared by Trustee Proffitt from three samples done in other organizations. The board discussed conducting the evaluation through Survey Monkey. Members decided to also include responses from those library employees who regularly participate in board meetings, but not entire library staff. Chairman Bevenger will collect data from the two groups and summarize results at the January board meeting.

The director evaluation and review date will be finalized in January, possibly at the end of the February board meeting in executive session.

Powell needs assessment cost estimates were looked into by Frances. Frances said the Park County Library Foundation is able to pay for some of the cost, and guest Sandy Frost also said that the Friends of Powell Library group is willing to help pay for the needs assessment. The board held a discussion about ending of the one cent sales tax. Chairman Bevenger requested Trustee Gordnier look into the process for a ballot initiative, and there was a suggestion to request a meeting with the Powell mayor.

Frances Clymer updated the library board on the progress of the compensation study and hopes to have a full report by the end of January.

New Business

Frances summarized the discussion and review of the library system accounts that was held during the current financial business portion of the meeting.

Frances gave information on the current continued development of the Park County Libraries Procedures Manual.

Frances also informed library board members that the tenth “Winter Gathering” celebration is January 26 from 1-5 pm, and asked that the available board members be door greeters.

The meeting adjourned at 5:55 p.m.

Date, time and place of next regular board meeting:

Thursday, January 24, 4:30 p.m. in the Park County Library in Cody.

Greg Bevenger
Chair

Frances B. Clymer
Library Director

Lisa Heimer
Administrative Assistant