



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
January 24, 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, Bobbie Bronnenberg, 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.

Consent Agenda

Consent agenda included approval of December 20, 2018 minutes, PCLS monthly reports, statistics, bank statements, check register, bills paid, and correspondence. Trustee Bronnenberg moved to approve the consent agenda, Trustee Gordnier seconded, motion passed.

Branch Manager Updates

Faith Johnson reported on Powell personnel. She also reported that Pinnacle Bank is having a March promotion for new bank accounts and they would like to donate \$5 to the library foundation for each new account they open in Powell that month. This led to a discussion about the idea of a new or improved Powell library and donations to Park County Library Foundation. Frances Clymer explained that PCLF has multiple accounts and could separate donations that are specifically targeted to a building fund from Powell general funds or memorial funds, etc. DeAnne Jensen reported on the new furniture that has been ordered for the Meeteetse library. It will be paid for by PCLF and should arrive by March; the old furniture may be moved to one of the school rooms that is being converted to a 'maker space.' Marge Buchholz reported on the usage statistics for the online courses the library offers through Universal Class, and the digital media usage statistics for Hoopla. Hoopla is currently being paid for by PCLF; there were 425 circs in December and the cost was \$956. Universal Class was paid for last year by the Friends of the Cody Library and the cost was \$1500 per year.

Current Financial Business

Director Frances Clymer reviewed reconciliation reports. It was noted that the \$1150 refund in the Powell materials account was an order of books that was for Cody and had been mistakenly paid from the Powell account. Frances reviewed the budget report. There were questions on the wage reimbursement revenue accounts that were split this year to separate the foundation assistant wages from the Meeteetse library wage reimbursements. Frances will verify the numbers and provide clarification next month. The board discussed the issue of asking the

BOCC for a budget amendment. Trustee Baumann moved to approve the December financials, Trustee Proffitt seconded, motion passed.

Old Business

Powell Needs Assessment proposal from Minges & Associates was circulated and discussed. Frances said the Park County Library Foundation is willing to pay 50% of the approximately \$7050 cost and the Friends of Powell Library are willing to pay the other 50%. One other bid was going to come in over \$20,000 and a third bid was withdrawn as that company declined to take on the project. France will present the Minges & Associates bid to PCLF and Powell Friends for their February meetings. Frances will create a list of questions and call the three references and some of the other clients listed.

Frances Clymer updated the library board on the compensation study being conducted by Public Sector Personnel Consultants. She had recent correspondence with them and they are updating the last of the report based on clarification that they needed on a few of the library positions and job descriptions. The final report should be available before the February board meeting.

Review of library system accounts: Frances gave rough estimates on the dollar amounts that would be left at the end of this fiscal year in the encumbered funds at the Wyoming State Library that are held for materials and technology (page 3 Reconciliation Statement). Current balance 12/31/18 on those funds is \$44,443 and approximately \$25,200 will be left. The additional encumbered funds at WSL were discussed (page 4 Reconciliation Statement). These funds are the Legislative Fund, the PCLF (Soroptimist Grant) Fund and the Meeteetse Replacement Fund. These funds all originated from non-county sources and are held for specific purposes.

New Business

Library Board Survey Results: Chairperson Bevenger presented the combined results of the survey. A document with the narrative results as well as a chart of the multiple choice questions and answers was reviewed. Nickie Proffitt and Geoff Baumann offered to form a committee along with one of the branch librarians to further analyze the results and create an action plan.

Powell Library Report: Trustee Gordnier reported on his research into the one cent sales tax. The board held a discussion regarding Powell library development and creating a possible working timeline for the project. Discussion will continue with BOCC at next quarterly meeting.

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

The board entered executive session at 6:50 pm. The board left executive session at 7:50 pm. The meeting adjourned at 7:55 p.m.

Date, time and place of next regular board meeting:

Thursday, February 28, 4:30 p.m. in the Park County Library in Cody.

Greg Bevenger
Chair

Frances B. Clymer
Library Director

Lisa Heimer
Administrative Assistant