



**Park County Library System  
1500 Heart Mountain Street  
Cody, Wyoming 82414  
Board of Trustees Regular Meeting  
February 28, 2019**

### **Call to Order, Roll Call**

Chairman Greg Bevenger called the meeting to order at 4:35 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 and Dossie Overfield was present in his place. There were two guests from Park County Leadership Institute.

### **Consent Agenda**

Consent agenda included approval of January 24, 2019 minutes, PCLS monthly reports, statistics, bank statements, check register, bills paid, and correspondence. Trustee Bronnenberg moved to approve the consent agenda, Trustee Baumann seconded, motion passed.

### **Branch Manager Updates**

Faith Johnson reported on the new monthly Powell Tribune column about the library. Powell staff will rotate writing the column to submit to the paper. Faith also reported on the Pinnacle Bank March promotion and said that the bank designated the donations be spent on books for children. DeAnne Jensen reported on a recent “Nailed it!” program in the Meeteetse library. Marge Buchholz reported for the Cody library, and she retold a recent interaction with a patron who did not want to use the self-checkout machines because he “did not want us to get rid of people” (librarians) in the library.

### **Current Financial Business**

Frances Clymer reviewed reconciliation reports and the budget report. The board discussed the transfers of book budget money to the WSL accounts to cover book orders for the rest of FY2019. The board discussed the budget amendment process with Commissioner Overfield. Trustee Proffitt moved to approve the January financials, Trustee Baumann seconded, motion passed.

### **Old Business**

**Powell Needs Assessment:** Frances Clymer updated the library board on the progress of the Powell Needs Assessment. PCLF and Powell Friend group agreed to hire Minges & Associates after great reference checks. Park County Library Foundation is paying 50% of the cost and the Friends of Powell Library are paying 50%. Mr Minges will visit Powell April 3-5 to tour the

library and community as well as hold focus groups, community forums, and interviews. The board held a discussion about the need for a separate building inspection or facilities assessment. Frances Clymer will coordinate with Park County Buildings and Grounds Superintendent, Mike Garza, to see what has been documented from the past renovations and which things need to be looked into.

Compensation Study: Frances Clymer shared a PowerPoint presentation and updated the library board on the compensation study being conducted by Public Sector Personnel Consultants. The report outlined the scope of the market analysis project, the process for developing the salary schedule, preliminary costs analysis, and salary maintenance recommendations. The final report will be available soon. Trustee Proffitt asked for information on total costs for moving staff to the midpoint of the ranges.

### **New Business**

Library Board Survey Recommendations: Nickie Proffitt presented the recommendations from the smaller committee on results of the survey on library board performance. Recommendations were listed by category from the original survey questions that showed the highest need. The board discussed some of the suggested actions that were easily doable or in progress. Many of the other issues were related to the strategic plan, and the board decided to hold a work session to coordinate updating the strategic plan with the implementation of the board suggested improvement actions. Frances will send out the last version of the library's strategic plan. A board work session was scheduled for March 28 prior to the next board meeting from 1 – 3 pm. Strategic planning, board improvement actions and director evaluation format will be discussed.

March Report to the BOCC: The library board held a discussion with Commissioner Overfield about scheduling a quarterly report meeting for March. John Gordnier will attend the Mar 19 meeting. Four main topics to present will be 1. status of the current needs assessment and the wage assessment 2. library board survey 3. library outreach programs 4. library may need a budget adjustment this year.

### **FY2020 Budget Planning:**

The board members discussed the spring timeline for FY2020 budget and requested that a first draft of the budget be available one week prior to the March meeting. The budget for the clerk's May 1 deadline will need to be approved at the April 25 library board meeting.

### **Date, time and place of work session:**

Thursday, March 28, 1 p.m. in the Park County Library in Cody.

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

Thursday, March 28, 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*