



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

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

Chairman Greg Bevenger called the meeting to order at 4:36 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 present.

**Addition to Agenda** – Action item, approval of updates to Strategic Plan

### **Consent Agenda**

Consent agenda included approval of February 28, 2019 minutes, PCLS monthly reports, statistics, bank statements, check register, and bills paid. Trustee Gordnier moved to approve the consent agenda, Trustee Proffitt seconded, motion passed.

### **Branch Manager Updates**

DeAnne Jensen reported on the arrival of the new furniture for Meeteetse Library and she shared the current events calendar. Faith Johnson reported on the “Edible Books” fundraiser program in Powell Branch Library and on a cultural program on Russia that was held in conjunction with NWC students. Marge Buchholz reported for the Cody library some recent compliments from patrons regarding the welcoming atmosphere and the relatively low fines. Frances Clymer shared the Cody children’s department summer reading brochure.

### **Current Financial Business**

Frances Clymer reviewed reconciliation reports and the budget report. The board discussed specific line items of the budget including advertising, telephone, subscriptions, workers’ comp and unemployment. They allowed for the possibility of moving unspent money to part-time wages to allow for June summer reading provisional employees. Trustee Proffitt moved to approve the February financials, Trustee Bronnenberg seconded, motion passed.

### **Old Business**

Powell Needs Assessment Update: Frances Clymer presented the Powell Needs Assessment schedule for April 3-5. PCLF and Powell Friends 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 targeted focus groups, public community forums, and interviews with community leaders. 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 further.

March Commissioner Meeting: John Gordnier reported that a bullet point summary was submitted prior to the meeting which was brief and well received.

Work Session Summary: Chairman Bevenger summarized the outcome of the work session including the work on the strategic planning. John Gordnier made a motion to adopt the Park County Library Strategic Plan with changes discussed in the work session for 2020 – 2022, Trustee Proffitt seconded the motion, and the motion passed.

Compensation Study: Frances Clymer presented the final updates on the compensation study conducted by Public Sector Personnel Consultants, and the board discussed the material. The board concluded that they wanted more information on several items in the narrative including how jobs were assigned to each class, as well as the raw data from each library that responded to the information requests. Because PCLF paid for the study the board discussed the process for communicating with the Library Foundation about the request for further data and clarification, and a timeline for response from the consultant. Frances will look into getting the expanded narrative and the possibility of a phone presentation for the board from the consultant.

### **New Business**

Claire's French Bakery Proposal: Diane Whitlock and her husband attended the work session, and questions from the library board and director were addressed. She will meet again with the BOCC on Tuesday, April 2 for final approval from them. No further discussion.

Review FY2020 Draft Budget: The board members reviewed the first draft of the budget with line by line discussion. The board discussed the balances on the Wyoming State Library accounts. They discussed the need to transfer the unencumbered interest account funds back to the First Bank of Wyoming checking account as the fiscal year comes to an end. Trustee Gordnier made a motion to approve the transfer Trustee Proffitt seconded the motion, and the motion passed. The board looked at areas where the budget needed to be increased specifically the technology infrastructure line that was cut entirely for this year. They discussed the judicious use of the rest of the materials and technology money at WSL, and how long those funds will last to supplement the annual county funding. Increases will be needed for accounting services and copier expenses. The first budget for the Park County Clerk will need to be approved at the April 25 library board meeting. No action was taken.

Upcoming Board vacancies: Greg advised the board that he would not be applying for another term on the board when his term expires on June 30

**Date, time and place of next regular board meeting:** Thursday, April 25, 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*