



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
April 25, 2019**

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, and Nickie Proffitt. Library personnel present were Frances Clymer, Faith Johnson, DeAnne Jensen, Marge Buchholz, and Lisa Heimer. BOCC liaison Jake Fulkerson was present. Trustee John Gordnier was absent. One guest, Mary Ann Merz president of the Powell Friends of the Library, was present.

Director Update

Frances Clymer shared the Cody library rap video that Pam Smith organized in honor of National Library Week in April.

Consent Agenda

Consent agenda included approval of March 28, 2019 regular meeting minutes, the March 28, 2019 work session minutes, PCLS monthly reports, PCLS statistics, bank statement, check register, and bills paid. Trustee Proffitt moved to approve the consent agenda, Trustee Baumann seconded, motion passed.

Branch Manager Updates

DeAnne Jensen shared pictures of the new tables, desks, and chairs for Meeteetse Library. Faith Johnson shared pictures from the “Edible Books” program in the Powell Branch Library. Marge Buchholz reported that the Cody library is currently working on weeding the adult non-fiction, reference and mystery sections.

Current Financial Business

Frances Clymer reviewed reconciliation report and budget report for March. She also reviewed a draft budget report for the partial month of April (through 4/20/19). The board discussed specific line items of the budget including workers’ comp, unemployment, and cash carryover from FY2018. They discussed using unspent money in unemployment to cover part-time wages for June summer reading provisional employees. There was a discussion with Commissioner Fulkerson about how to correct the \$17K+ mistake on the Cash Carryover from FY2018. Fulkerson suggested that this year’s carry-over estimate may be listed as \$0, and then have the Park County Clerk’s office make the corrections that are needed on their documents for the new budget. Trustee Bronnenberg moved to approve the March financials, Trustee Proffitt seconded, motion passed.

Old Business

Powell Needs Assessment Update: Frances Clymer presented the Powell Needs Assessment preliminary report. Frances described the focus groups and there was discussion with the board members that attended the various meetings with Jim Minges during his trip to the area. Minges and Associates had some initial general needs identified including first the library should continue to be centrally located, secondly more meeting room space is needed, and third a place for young teens to go without being disruptive is needed. There was a discussion of the predicted population growth in the Powell community over the next 10 years and the need to have the library last potentially at least 20 years. Chair Bevenger asked board members to review the preliminary report and send questions to Frances by Friday, May 3 so that any questions could be addressed in the future reports from the consultant.

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

The board entered executive session at 5:25 pm. The board left executive session at 6:30 pm.

New Business

Review FY2020 Draft Budget: The board members reviewed the FY2020 draft budget with discussion of a minor change in the health insurance line to reflect the exact amount of current spending. The Park County Clerk has estimated an 11% increase will be added to cover rising health care costs. Cash carried over will be set at \$0 for the May 3 draft. The board discussed areas where the budget needs are increasing, specifically for computer equipment to enable the libraries to all shift to Windows 10 by December 2019. Computers and peripherals (2300.1) request will be \$15,000.00, furnishings and equipment (2300.4) will be \$3,800.00, equipment supply (1402) will be \$2,500.00 for a total of \$21,300.00 in the "Equipment and Furniture Purchases" line. The education training and meeting line is increased by \$1,000 (50%) to allow additional staff to attend trainings. Formulas should be deleted (or ignored) in the "Budget % Difference" column of the clerk's planning document for Meeteetse Books and IT Infrastructure Expenses. The board is requesting restoration of those items as they were eliminated from the FY2019 budget. (Note: the amount restored to the Meeteetse budget is less than the \$4,250 we have budgeted in the past.) Frances Clymer's narrative for the budget will include an explanation of the use of the funds on deposit at Wyoming State Library to supplement the books, audio visuals, and technology purchases for the coming year. Geoff Baumann made a motion to approve the draft budget with the changes as outlined above, Trustee Bronnenberg seconded the motion and the motion passed.

The next library board meeting with BOCC is scheduled for the day of Tuesday, May 21 (no time has been set yet).

The meeting adjourned at 7:30 p.m.

Date, time and place of next regular board meeting: Thursday, May 23, 4:30 p.m. in the Park County Library in Cody.

Greg Bevenger
Chair

Frances B. Clymer
Library Director

Lisa Heimer
Administrative Assistant