



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
May 23, 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, John Gordnier and Nickie Proffitt. Library personnel present were Frances Clymer, Faith Johnson, Marge Buchholz, and Lisa Heimer. Meeteetse Manager DeAnne Jensen was absent. BOCC liaison Jake Fulkerson was absent. Two guests, Mary Ann Merz president of the Powell Friends of the Library and Linda Petengill were present.

Consent Agenda

Consent agenda included approval of April 25, 2019 regular meeting minutes, PCLS monthly reports, PCLS statistics, bank statement, check register, and bills paid. Trustee Gordnier moved to approve the consent agenda, Trustee Proffitt seconded, motion passed.

Approval of Special Meeting Minutes

Trustee Gordnier made a motion to accept the May 2, 2019 Special Meeting minutes with corrections for two typographic mistakes. Geoff Baumann seconded the motion, and the motion passed.

Compensation Study Update and Next Steps

Frances Clymer has not been able to work with Kay Tilzer in the past month; however, Kay is able to have a phone call consultation with the board next week. The board requested that Frances schedule the phone meeting for either 10 am or 4 pm on Wednesday, May 29. The board discussed the items they need from the consultant, including the raw data from the study and explanation of the methodology. Frances will forward the compiled list of board questions from April and the most recent version of the Compensation Report to the library board before the phone meeting next week.

Powell Needs Assessment Final Report Update and Next Steps: Frances Clymer discussed distributing the final report. Board members discussed methods for distributing the report around Powell, as well as sending a press release to the Powell Tribune. The board also discussed forming a steering committee to lead the project. Chairperson Bevenger suggested steering committee members officially present the report to the Powell City Council.

John Gordnier had suggestions for starting the process of the tax initiative including creating a tri-fold brochure, a social media sub-committee, and a central planning/meeting hub. John asked board members to collect ideas about how to assign parts of the process to various groups or sub-committees. Frances

will review and share her notes from the when the Cody library was proposed. Trustee Gordnier excused himself to attend another meeting.

Frances Clymer distributed documents from 2014 discussions about Powell Library future planning. The Powell Economic Partnership (PEP) document listed “Library Expansion” as one of the PEP Quality of Life Steering Committee Objectives.

Geoff Bauman volunteered to make phone calls to start up the committee. He and branch manager Faith Johnson will attend the Powell Friends of the Library meeting Tuesday May 28. Geoff will contact John Wetzel. Greg Bevenger will share the report with the Board of County Commissioner via liaison Jake Fulkerson. Frances or John Gordnier will recruit a library foundation member for the steering committee.

Branch Manager Updates

Faith Johnson shared a picture from the kick off for Summer Reading Program in the Powell Branch Library and described the theme. She also shared a picture of the library entry to the Homesteader Museum’s 7th Annual Tea and Table Setting event. Marge Buchholz reported on the statistics for reference desk questions, statistics for RB digital audio book check-outs, and statistics for Hoopla Digital circulations.

The board held a discussion about the success of Hoopla versus the cost. Currently the PCLF is funding the service. After initially agreeing to pay for a 6-month trial, they agreed to continue the service through October so the library could have the service for one full year. Greg Bevenger suggested the librarians form a small committee to decide about the continuation of the service. The Tech Services Supervisor is researching how to remove from our offerings specific audiobooks by publisher so that we are not duplicating payments for items that now have unlimited availability through RB Digital.

Current Financial Business

Frances Clymer reviewed reconciliation report and budget report for April. Greg Bevenger requested that Frances Clymer update the spreadsheet containing WSL account beginning balances, with current balances and the estimated year-end balances. This report should be available for the June 17 budget presentation to the Park County Board of County Commissioners. Trustee Bronnenberg moved to approve the March financials, Trustee Proffitt seconded, motion passed.

FY 2019 Budget Correction

Greg Bevenger spoke with Jake Fulkerson last week about having the clerk’s office correct cash carry-over numbers from 2018.

Old Business

Library Board Evaluation Prioritized Objectives – Nickie Proffitt shared the current version of the prioritized objectives with the corrections that were made during the month. She clarified questions and presented a list of standing agenda items. The standing agenda items list was expanded and timing of the quarterly events was discussed. The board discussed Objective 4 for Meetings regarding adding info to the monthly board packet with all mentions of the library in the local newspapers. Frances will have the library staff publicist provide info on library press releases, columns and articles in the local papers. Powell Library Steering Committee will want to have knowledge of media info and be able to quickly respond to any social media comments or press. Trustee Proffitt made

a motion to accept the objectives document and the revised standing agenda items. Geoff Bauman seconded the motion, motion passed.

Library Director Evaluation Update and Next Steps – Bobbi Bronnenberg reviewed the status of the evaluation following the last subcommittee meeting. Approval of the new document will be slated for the June board meeting. A timeline was set up for Frances and others to complete their work, questions and reviews of the drafts. Bobbi will provide the final tool for assessment June 27.

New Business

Google Docs – Board members discussed the privacy concerns over using Google Docs. The option to use a secure portion of the website for document storage will be investigated further including costs. Nickie will look into cost of using other services similar to Google.

Budget Session with BOCC – Board members reviewed the new time (Monday, June 17 at 9 am) for library budget discussions.

BOCC Quarterly Update – Dates and talking points for the next meeting with the BOCC were discussed. Greg will ask John to attend on either July 2 or July 9. Point to be discussed will be status of the compensation study, status of the Powell Library project, and PCLS Summer Reading Programs (highlights, sponsors, prizes, kindness projects, statistics, etc.).

Date, time and place of next regular board meeting: Thursday, June 27, 4:30 p.m. in the Park County Library in Cody.

The meeting adjourned at 6:33 p.m.

Greg Bevenger
Chair

Frances B. Clymer
Library Director

Lisa Heimer
Administrative Assistant