



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
July 23, 2020**

Call to Order, Roll Call

Chair John Gordnier called the meeting to order at 3:35 p.m. at the Park County Library in Cody and via Zoom. Library board members present in-person were John Gordnier and Lee Haines, and via Zoom Geoff Baumann, Pat Stuart, and Bethany Taylor. Library personnel attending were Lisa Heimer, Faith Johnson, Nicholle Gerharter, Leslie Tribble, and Linda Seaton. BOCC liaisons Jake Fulkerson and Dossie Overfield also attended.

Consent Agenda

Trustee Haines made a motion to approve the June 18, 2020 minutes, Trustee Baumann seconded and the motion passed. Trustee Haines made a motion to approved the consent agenda including the PCLS reports, PCLS statistics, bank statement, check register, bills paid June 2020, and correspondence; Trustee Taylor seconded; motion passed.

Library System Updates

Linda Seaton reported on the Meeteetse summer school and the use of the library by the rec program children. Their patrons have been understanding of the restrictions on computer use and appreciate the library free Wi-Fi and public computers. Faith Johnson introduced the new Powell Public Services Manager, Brittany Morton. She started on Monday, July 20. Nicholle Gerharter shared documents on the library circulation statistics, and the loaned and borrowed stats for Inter-library loan, and the digital materials circulation statistics.

Report on the July 21 Quarterly Meeting

Chair Gordnier reviewed the topics discussed with the Park County Commissioners during their meeting on July 21. Nicholle Gerharter had presented information about changing the library to be “Fine Free” and she also presented documentation of the importance of replacing the Cody Children’s Assistant position. The commission was receptive to both ideas; additionally, they discussed cleaning the library with the fogging machine purchased by the Building and Grounds Department.

Old Business

Lisa Heimer reviewed the COVID restrictions with handling money and best practices given by Park County Public Health. Lee Haines made a motion to follow the staff proposal for minimal money handling with gloves, hand washing or hand sanitizer, and continued use of the donation jars rather than handling small change. Bethany Taylor seconded the motion and the motion passed. The board

discussed continuing to be “fine free.” Trustee Haines made a motion to stay “fine free” through November; Geoff Baumann seconded and the motion passed.

New Business

Chair John Gordnier discussed the Compensation Practices (section 3, page 8) from the PCLS Employee Handbook. He explained the need to allow consideration of salary and classification changes to occur at any time during the year, as the board moves forward with the compensation study from PSPC.

Trustee Baumann reviewed the draft of the Powell Library Structural Assessment. Key points included the need for a new roof and asbestos abatement at the same time. He summarized the report findings about the possibility of adding a second story onto part of the library to modernize and add additional space. The other large expense in upgrading the current building is adding a fire suppression system. Trustee Baumann will send the final info and summary to the library board, the Powell Library Task Force and the Powell Friends group. The board will review the assessment next month.

Staffing Updates: Powell library will want to hire in September for the vacant Young Adult Services part-time position. Cody library would like to fill the Reference Librarian vacancy. Chair Gordnier will get on the BOCC agenda for August 4 to present info on the need for this position.

The board discussed the library board meeting schedule and the proposal to change the library by-laws to allow for 10 meetings per year. Bethany Taylor made the motion to change the by-laws, Lee Haines seconded the motion. The motion passed with one opposed vote. By-laws will be signed and forwarded to Susan Kohn’s office.

The bonus structure was discussed. Lee Haines made a motion to allow employees to put their bonus into their HSA account and to use the staff recommendation for the pay structure of the bonuses. Trustee Baumann seconded the motion and the motion passed. Monthly payroll schedule was discussed along with the dates to disburse the bonuses. Trustee Baumann made a motion to pay the bonuses on August 5; Trustee Stuart seconded the motion and the motion passed.

Chair Gordnier discussed the need for a merit bonus program for the library employees that mirrors the merit bonus procedure for Park County employees. Commissioner Overfield explained the procedure at the county level and the 8 bonuses that were granted in July of this year. Chairman Gordnier suggested that the library board would come to the BOCC in the future for this type of request.

Chairman Gordnier asked that the following items be put together as one consent item: approval of the bank, media outlets, and meeting schedule. Park County Library Board meetings will be held at 3:30 pm on the fourth Thursday of the month except for November and December when meetings will be rescheduled to avoid the holidays. PCLS will retain First Bank of Wyoming. PCLS will continue with the Powell Tribune, Cody Enterprise, Big Horn Radio Network, Meeteetse Bulletin, Wyoming Public Radio, and Montana Public Radio as approved media outlets. Trustee Taylor made a motion to accept the meeting dates, bank and media outlets, Trustee Baumann seconded the motion, and the motion passed.

Formal Adoption of the FY 2021 Budget

Trustee Gordnier moved to accept the FY 2021 budget, Trustee Baumann seconded the motion and the motion passed.

Election of officers

The board held a discussion about officers' duties. Trustee Gordnier made a motion to elect the following slate of officers:

John Gordnier – Chair

Pat Stuart – Vice-Chair

Bethany Taylor – Treasurer

Geoff Baumann – Secretary

Trustee Lee Haines seconded the motion and the motion passed.

Executive Session was cancelled. Bonuses for the part-time PCLF employee and a part-time employee who left service on July 9 were discussed. Lee Haines made a motion for both bonuses to be paid in the amounts of \$230 and \$262. Geoff Baumann seconded the motion and the motion passed.

Date, time and place of next regular board meeting: Thursday, August 27, 3:30 p.m. in the Cody library Grizzly Hall and via Zoom if needed.

The meeting adjourned at 5:30 p.m.

John Gordnier
Trustee

Lisa Heimer
Administrative Assistant