



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
September 24, 2020**

Call to Order and Roll Call

Vice chair Pat Stuart called the meeting to order at 3:30 p.m. at the Park County Library in Cody. Library board members present were Lee Haines, Geoff Baumann, Pat Stuart, Holly Hatfield and Bethany Taylor. Library personnel attending were Karen Horner, Lisa Heimer, Faith Johnson, Nicholle Gerharter, Chris Beyeler and Linda Seaton. Guests included Commissioner Liaison Dossie Overfield.

Consent Agenda

Trustee Taylor made a motion to approve the consent agenda, Trustee Haines seconded, and the motion passed.

Financial Business

Lisa Heimer briefly reviewed the reconciliation report and budget report for August 2020. Trustee Haines made a motion to approve the August financials, Trustee Taylor seconded, and the motion passed.

Library System Updates

Director Karen Horner described her experience as “a great first month,” and she informed the board about her upcoming new directors training at the Wyoming State Library in Cheyenne on September 30. She also reported to the board that she would like to update and modernize the board reports and statistics reports before the next board meeting. Linda Seaton shared a thank you note with the board and reported on the upcoming outdoor dog training program at the Meeteetse Library. Faith Johnson shared photos of the Snail Crossing Story Walk September Program in Powell. She also talked about the upcoming activities for Banned Books Week in October. Nicholle Gerharter reported on the author talk during the Rendezvous Royale Week. She also updated the board on the Friends of Cody Library book sale success.

Old Business

Staffing Update for Cody/Powell – Karen Horner informed the board about the current vacancies in Cody and Powell and her intent to fill the positions this fall. The branch librarians are working to update the job descriptions so that the positions meet the current needs of the libraries.

Powell Library RFP - The board reviewed the draft RFP for a Powell Library building consultant and discussed how to proceed with the Board of County Commissioners. This document is attached.

Powell Library Land Lease Issues

The plan to resolve the library land lease and ownership issue was revisited. Trustee Taylor made a motion to have Pat Stuart and Geoff Baumann report to the BOCC about the RFP and the land issues at the next available Park County Commissioners' Meeting. Trustee Taylor seconded the motion and the motion passed.

New Business

Election of board chairperson and vice-chair: The board held discussion about filling the board chair position vacated by John Gordnier. Trustee Baumann nominated Pat Stuart for the chair position, Trustee Taylor seconded the motion and the motion passed. Trustee Baumann nominated Lee Haines to fill the vice chair position, Trustee Taylor seconded the motion, and the motion passed.

Bank Account Changes – Trustee Hatfield made the motion to remove John Gordnier from the signers on the First Bank of Wyoming account and to add the new chairperson Pat Stuart as a signer for the library checking account at First Bank of Wyoming. Trustee Haines seconded the motion and the motion passed. Lisa Heimer will have a signature stamp made for Pat Stuart and get the new signature card started after the minutes are approved and signed at the next meeting.

Election of Park County Foundation Liaison: After discussion, Bethany Taylor nominated Holly Hatfield to fill the position of PCLF Liaison. Trustee Haines seconded the motion and the motion passed.

Foundation Update

The library board discussed the bylaws for the library foundation (PCLF) and decided they needed to review how people are nominated to be on PCLF. Director Horner asked for clarification on the funding requests, such as Hoopla. The PCLF liaison should attend future PCLF meetings and work with their board to fill funding requests from the library board or director. Chair Stuart discussed working with PCLF for Winter Gathering and for a retirement party for Frances Clymer. Pat will discuss with Frances and report back next month.

Café Update

Virginia Scott is hopefully coming back at the end of the year to operate the Point Café. She has had health problems and COVID concerns but may resume business in December.

Holiday Closures

Director Horner requested that the libraries be closed on the Saturday after Christmas and the Saturday after New Year's. After discussion Trustee Taylor made a motion to close the libraries on Saturday, December 26, 2020 and Saturday, January 2, 2021, Trustee Baumann seconded the motion and the motion passed.

Board Training

Chair Stuart requested that the board have a retreat or training day soon. Karen Horner explained that the Wyoming State Library used to have the capacity to hold in person board trainings, but they no longer have staff available to travel. They have many training videos available to support board development. Chair Stuart expressed the desire to hold a work session to go through the library policies and upgrade as

necessary. The meeting room use policy may need to be updated. The discussion was tabled, and Karen will investigate board development choices and opportunities.

IT Request

Chris Beyeler discussed with the board members the need for a new server. The costs range from about \$4,000 - \$9,000. The second server in the system does not need to be replaced at this time, and it can become the secondary server.

Date, time and place of next regular board meeting: Thursday, October, 3:30 p.m. in the Meeteetse Library. Linda Seaton will confirm with the school, and the meeting will be in the school cafeteria to accommodate for social distancing.

The meeting adjourned at 5:30 p.m.

Pat Stuart

Chair

Karen Horner

Library Director

Lisa Heimer

Administrative Assistant