



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
October 29, 2020**

Call to Order and Roll Call

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 (via Zoom). Library personnel attending were Karen Horner, Lisa Heimer, and via Zoom Faith Johnson, Nicholle Gerharter, Leslie Tribble, Felicia Spencer and Linda Seaton. Guests included Commissioner Liaisons Dossie Overfield in person and Jake Fulkerson via Zoom.

Consent Agenda

Karen Horner reviewed the new format for library reports and statistics reports. Trustee Haines made a motion to approve the consent agenda which included the September 24, 2020 minutes, library reports, check register, bank statement, and bills paid; Trustee Hatfield seconded, and the motion passed.

Financial Business

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

Library System Updates

Director Karen Horner informed the board about her recent activities and the October library programs. She emphasized the need to have more programs as one system. October programs included Wyoming Libraries Snapshot Day, Banned Books Week, and Literary Pumpkins. There was also discussion about monitoring the snow on the roof of the library in Powell. Mike Garza of Buildings and Grounds is aware of the problems. Commissioner Overfield will correspond with Mike Garza. The Powell manager will report any leaks noted inside the building.

Foundation Update

Trustee Hatfield reported on the last PCLF meeting and financial review from Dan Stevens of Edward Jones. The PCLF officer elections were postponed until the next meeting.

Old Business

Compensation Study Update – Karen Horner discussed the project of reviewing the job descriptions and submitting them to PSPC for the wage study.

Staffing Update – Karen Horner informed the board about the current vacancies in Cody and Powell. Holly Goodman is retiring in Cody, and Felicia Spencer will be leaving the Meeteetse Library in December. The publicist/library assistant job duties have been reassigned to a current part-time member of the staff, Melinda Soto. The reference librarian position is currently posted.

Powell Library RFP - The board reviewed the new current draft RFP for a Powell Library building consultant. County Attorney Skoric is currently reviewing the RFP and will make any needed adjustments. Trustee Haines made a motion to accept the draft RFP; Trustee Hatfield seconded the motion and the motion passed.

Hoopla Funding – Director Horner is continuing to follow up on asking PCLF for supplemental funding of Hoopla. She will present info to the Foundation at their next meeting.

Board Training – The board members discussed possible dates for a work session. Karen Horner will follow up with options to meet in the Cody Library Grizzly Hall in late November.

Update on COVID -19 impact – Commissioner Overfield reported that the county will be receiving some CARES Act funding, and the water bottle filling stations for the libraries and other county buildings will be part of that project. Karen Horner has been in contact with Public Health Manager Bill Crampton and library policies will remain the same for now. Patrons will not be allowed to hold COVID 19 test kit telehealth meetings at public computers in the libraries. Board meetings will be offered on Zoom.

New Business

Technology Update - Karen Horner updated the board on technology issues for the libraries. The new server has been ordered, will be paid for by PCLF, and will be installed at the end of November. The Foundation is going to consider buying 10 Hotspots for checkout, Chris Beyeler is looking at Verizon as the carrier because the Mobile Beacon/Sprint did not have acceptable coverage in Park County. Karen is investigating the cost of upgrading the website to a more modern, simpler format.

Date, time and place of next regular board meeting: Thursday, November 19, 4:30 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 4:43 p.m.

Pat Stuart

Chair

Karen Horner

Library Director

Lisa Heimer

Administrative Assistant