



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
November 17, 2020**

Call to Order and Roll Call

Chair Pat Stuart called the meeting to order at 4:30 p.m. at the Park County Library in Meeteetse and via Zoom call. Library board members present were Lee Haines, Geoff Baumann, Pat Stuart, Holly Hatfield and Bethany Taylor. Library personnel attending were Karen Horner, Linda Seaton, Lisa Heimer, Faith Johnson, Nicholle Gerharter, Leslie Tribble, and Felicia Spencer. Guests included Commissioner Liaisons Dossie Overfield and Jake Fulkerson, PCLF board member Terry Sporkin, and Claudia Prentice.

Consent Agenda

Trustee Haines made a motion to approve the consent agenda which included the October 29, 2020 minutes, library reports, check register, bank statement, and bills paid; Trustee Taylor seconded, and the motion passed.

Financial Business

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

Library System Updates

Director Karen Horner reviewed the library statistics and the library director's report. Karen also provided the current Cody Enterprise library column from November 17, 2020.

Foundation Update

Trustee Hatfield reported PCLF is ready to send out their annual appeal fundraising letter.

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 – Director Karen Horner and Chair Pat Stuart attended virtually the November 17, 2020 County Commissioners' meeting and discussed filling the 2 new vacancies of Library Assistant (in Cody and Meeteetse). The commissioners made a point of saying that the library board has full responsibility for deciding on filling positions (or not) and that, while the commissioners like to be

advised, their approval is not required. Karen Horner and Cody Library Manager Nicholle Gerharter are currently in the process of hiring the Cody Reference Librarian.

Update on COVID -19 impact – The Park County Library Foundation is applying for grant funds to reimburse some of the COVID expenses of items they paid for including the washable keyboards. Library operations will remain the same this month. Board meetings will continue on Zoom.

Powell Library RFP Status- County Attorney Skoric is currently reviewing the RFP and making any needed adjustments. It will be presented to the County Commissioners in the next available meeting for their approval to move forward on the project.

Fine Free – The board discussed going “fine free forever” and information from an attached document was reviewed. Trustee Haines made a motion to become fine free. Trustee Taylor seconded the motion and the motion passed. Discussion included clarifying that past fines are also waived along with future overdue items no longer accruing any fines. Lost book and damage charges still apply. The library will begin a big promotion of the changes after the Christmas “Food for No Fines” food drive is over.

Board Training – The board members will meet in Cody Library Grizzly Hall and via Zoom on November 21 at 1 pm. For a training and work session. Topics include policy manual, training new trustees, and strategic planning.

Point Café Update – The café owner plans to reopen in December or January.

New Business

Website Upgrade – The library leadership team is working toward getting a new WordPress template to upgrade the website. Previous work on the website was done by Seth Johnson and paid by PCLF. One new proposal from Wyosites came in at \$5900. Chair Stuart requested getting several quotes from local vendors in addition to the current quote. No action was taken by the board. Leslie will follow up with more quotes from other vendors and Karen will request funding from the foundation.

Date, time and place of next regular board meeting: Thursday, December 17, 3:30 p.m. in the Cody Library and via Zoom.

The meeting adjourned at 5:30 p.m.

Pat Stuart

Chair

Karen Horner

Library Director

Lisa Heimer

Administrative Assistant