



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

**Call to Order and Roll Call**

Chair Pat Stuart called the meeting to order at 3:35 p.m. at the Park County Library in Cody, and via Zoom call. Library board members present were Geoff Baumann, Holly Hatfield, Pat Stuart, and Bethany Taylor. Lee Haines was absent. Library personnel attending were Karen Horner, Lisa Heimer, Faith Johnson, and Nicholle Gerharter. Guests included Commissioner Liaison Dossie Overfield.

**Consent Agenda**

Trustee Baumann made a motion to approve the consent agenda which included the November 19, 2020 minutes, library reports, statistics, check register, bank statement, and bills paid; Trustee Taylor seconded, and the motion passed.

**Old Business**

The order of business was changed because Commissioner Overfield needed to leave early.

**Powell Library Asbestos Report** – Commissioner Overfield discussed the recent airborne asbestos report for the Powell Library. The test was negative. The conclusion is that asbestos in the ceiling and floor is acknowledged to be a problem, but can wait to be removed until the remodeling phase of the Powell Library project.

**Point Café Update** – The café owner plans to reopen January 4, 2021. Owner Virginia Scott has scheduled a Chamber of Commerce ribbon cutting opening ceremony on Thursday, January 14, at 4 pm.

**Update on COVID -19 impact** – The board discussed the health regulations related to the café reopening. Owner is responsible for following health ordinances in the cafe area. Commissioner Overfield reported that the water bottle filling stations won't come in time to use CARES money to pay for them. The county is still considering buying them with other funds.

**Powell Library RFP** – The Powell Library Remodel RFP was approved November 17, 2020 by the BOCC and is available now on the Park County website homepage. There is also info on the library website. Chair Stuart reported that there have been some inquiries already with specific questions about experience with libraries. Responses are due April 12, 2021. The consultant will be selected in June 2021. The Powell Tribune article confused one interested party who unfortunately thought it implied there was no funding to pay the consultant. There was discussion about a how to further promote the

RFP and be clear that the funding for this stage has already been raised privately and is held by the Park County Library Foundation.

**Update on Park County Complex** - Commissioner Overfield explained the recent discussion in the Commissioners' meeting about selling the Park County Complex. She stated that the Board of County Commissioners will see if a possible offer actually comes in and then take a look at it. All of their board agreed the offer would have to include a provision that the library would remain in the building.

### **Financial Business**

Lisa Heimer reviewed the reconciliation report and budget report for November 2020. Trustee Taylor made a motion to approve the financials, Trustee Hatfield seconded, and the motion passed. The board discussed possible investments for the library reserve funds that are currently on deposit with First Bank of Wyoming. Chair Stuart will consult with County Treasurer, Barb Poley. No action was taken.

### **Library Director's Updates**

Director Karen Horner reported on the Wyoming Day activities in all 3 libraries, and the libraries increased social media presence. She and Nicholle Gerharter have interviewed several people for the reference librarian position in Cody. Karen also described the Meeteetse Christmas event where the library had an info table.

### **Foundation Update**

Trustee Hatfield reported PCLF is working on getting the new set of officers up to speed on the financials. The current annual appeal letter is requesting donations for the Powell Library as one of the choices to contribute towards.

**Report back from Work Session** – Director Horner discussed personnel evaluations and has not been able to meet with the county attorney. Park County does not currently do evaluations. Horner has finished reviewing all but one (IT administrator) of the job descriptions. Copies were distributed for the board members. Trustee Haines and Hatfield will meet in January to follow through on City of Cody outreach. Trustee Baumann will meet with City of Powell to discuss library remodel. Trustee Taylor and Haines are working on a whether or not the library needs a Purchasing Policy. They have contacted the county clerk's office and are reviewing the county policy.

**Compensation Study Update** – Karen Horner is finished reviewing the job descriptions and will submit them to Kay Tilzer of PSPC for the wage study.

### **New Business**

**Board Training Update-** Karen distributed information on an upcoming (January- June 2021) Board Effectiveness Training provided by Wyoming Library Association.

**Library Board Calendar** – Karen distributed a calendar/timeline of important dates for the year. Library Board orientation will be added to July or August.

**Audit Status** – The Park County audit is not totally complete, but library portion is done and received a clean report. Carver Florek & James, CPA's will report to BOCC in January and the county clerk's office will have copies of the final report.

**Quarterly Report to Commissioners** – Lisa Heimer and Karen Horner explained the process of updating the BOCC quarterly on library business. The last report happened in July before John Gordnier left the board. Chair Stuart suggested checking in with Commissioner Overfield before scheduling a time slot to make sure the BOCC is still interested in these updates and has time available. The next meeting could be early February.

**Approve Library Director Job Description-** A few changes were made to Karen Horner’s library director job description. Holly Hatfield made a motion to approve the new job description with changes to the personnel management section. Trustee Taylor seconded the motion and the motion passed. Copy of the approved version of the file will be included in board documents book.

**Website Upgrade** – The library leadership team is working to upgrade the library website. Karen requested funding from the PC Library Foundation and they approved it at their December meeting. Wyosites was selected as the vendor. They estimate a launch in March 2021.

**Date, time and place of next regular board meeting:** Thursday, January 28, 3:30 p.m. in the Cody Library and via Zoom.

The meeting adjourned at 5:00 p.m.

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Pat Stuart

*Chair*

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Karen Horner

*Library Director*

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Lisa Heimer

*Administrative Assistant*