



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
February 25, 2021**

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, and via Zoom call. Library board members present were Geoff Baumann, Holly Hatfield, Lee Haines, Pat Stuart, and Bethany Taylor. Library personnel attending were Karen Horner, Lisa Heimer, Faith Johnson, Linda Seaton, Roseanne Spiering, Leslie Tribble and Nicholle Gerharter. Guests included Kay Tilzer and Commissioner Liaison Dossie Overfield.

Approval of Minutes

Trustee Haines made a motion to approve the February 4, 2021 special meeting minutes; Trustee Taylor seconded, and the motion passed.

Consent Agenda

Trustee Hatfield made a motion to approve the consent agenda which included library reports, statistics, check register, bank statement, and bills paid; Trustee Haines seconded, and the motion passed.

Financial Business

Lisa Heimer reported that the new FBW money market account was opened on February 9, 2021. The State of Wyoming made an interest payment of \$1,176.75 on February 11, 2021. The board reviewed the reconciliation report and budget report for January 2021. Trustee Baumann made a motion to approve the financials, Trustee Haines seconded, and the motion passed.

Library Director's Report

Director Karen Horner reported that Roseanne Spiering has been hired as a Library Assistant for the Cody Library. The Meeteetse Library Assistant job is currently being advertised. Karen also reported on several county-wide programs including a great turn out for the Winter Reading Program and Blind Date with a Book. Overdrive e-books and e-audio books are now available on the Libby app and the Wyoming State Library has agreed to help supplement the consortium costs for all Wyoming libraries. The new PCLS website will launch in March. March programs include Read Across America Day and Spudfest. All the libraries are starting up 1000 Books Before Kindergarten Programs. Director Horner has continued working with the UW Ag Extension office on the educational garden for the Park County Complex (Cody Library building) and a Seed Library in each of our 3 libraries. Park County Library Foundation is helping with the initial funding for both of those projects.

Foundation Update

Trustee Hatfield reported PCLF has only met by email to approve new projects since their regular January meeting. The next regular meeting for PCLF is March 16, 2021. Chair Stuart requested more information on the PCLF financials, when the new foundation board officers have it available.

Old Business

Outreach Report

Geoff Baumann, Pat Stuart, and Karen Horner met with the Powell City Council this month. The council thought they had resolved the ownership issue on the land but it is actually back in the Park County Attorney's hands. Trustee Haines reported that the Cody City Council meeting was postponed due to weather. Chair Stuart and Director Horner met with the Board of County Commissioners on February 16 for a 'quarterly update' and general discussion. Commissioner Overfield stated that the county clerk's office should have more info on the budget timeline and the forms out to departments and the boards by March 30. The preliminary budget is due at the end of April.

The board held a short discussion on advertising as outreach to the community. Ideas for more low-cost Facebook and social media marketing were touched on, including using paid Facebook boosts or posting things to Cody Classifieds. Chair Stuart asked about surveying patrons. Karen will do some more brainstorming and come back to the board about budgeting if higher cost advertising like the newspaper is needed. Cody Enterprise and Powell Tribune are both running monthly library columns and KODI Radio has a monthly spot for the library on their Partyline morning show (the first Wednesday of each month at 8:30 am).

Purchase Policy

A draft of a new purchase policy was circulated and discussion tabled until next month.

Compensation Study Presentation

Kay Tilzer of Public Sector Personnel Consultants, Inc. presented via Zoom on the proposed salary plan for PCLS. The wage study project was designed to identify salary ranges that are internally equitable and align with pay for similar jobs at Park County. Kay Tilzer discussed the data collected and the process of slotting each library job with the new job descriptions into Park County's existing pay structure. She reviewed the fiscal impact of first phase of implementation. The board discussed the recommendations. Trustee Taylor made a motion to approve the new system and move up all 16 employees that are below step 1 for their grade, as well as move the other employees (13) that are between steps to the next step. Total cost for the next 4 months is \$13,087. Trustee Haines seconded the motion and the motion passed.

Update COVID -19 Response

Director Horner reported that the State of Wyoming health orders have changed. Employees no longer have to log a daily record of their symptoms. Staff is still required to stay home if they are sick. Soft seating is available again. Nightly thorough cleaning of all washable surfaces by janitorial staff will continue as normal. Library staff will additionally clean tables, counters and public computer keyboards at intervals during the day.

New Business

The board discussed holding a work session for the budget on Thursday, March 18, 3:30 pm in Cody.

Powell MakerSpace discussion – Chair Stuart reported that the Powell Chamber of Commerce approached the library board about merging the MakerSpace with the library. The board, Director Horner and Branch Manager Faith Johnson discussed the opportunity for the Powell Library to work with the MakerSpace board. The Powell School district owns the building and the land. The Chamber/Powell Economic Partnership has been asked to help reinvigorate the MakerSpace. Trustee Baumann made a motion to allow Geoff and Pat to open exploratory talks with the MakerSpace Board, the Powell Chamber, and the School District to see the feasibility of using the MakerSpace for library. Trustee Taylor seconded the motion and the motion passed. Director Horner requested that the full board tour the MakerSpace as part of the next board meeting in Powell at the end of March.

Executive Session

The board entered executive session at 5:10 pm. The board returned from executive session at 5:24 pm.

Date, time and place of next regular board meeting: Thursday, March 25, 3:30 p.m. in the Powell Library and via Zoom.

The meeting adjourned at 5:25 p.m.

Pat Stuart

Chair

Karen Horner

Library Director

Lisa Heimer

Administrative Assistant