



**Park County Library System  
1500 Heart Mountain Street  
Cody, Wyoming 82414  
Board of Trustees Regular Meeting  
March 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 Powell, and via Zoom call. Library board members present were Holly Hatfield, Lee Haines, Pat Stuart, and Bethany Taylor. Trustee Geoff Baumann was absent. Library personnel attending were Karen Horner, Lisa Heimer, Faith Johnson, Linda Seaton, and Nicholle Gerharter. Guests included Commissioner Liaison Dossie Overfield.

Prior to the start of the meeting some attendees toured the Powell Makerspace.

### **Approval of Minutes**

Trustee Haines made a motion to approve the February 25, 2021 meeting minutes with one grammatical correction; Trustee Hatfield seconded, and the motion passed.

### **Consent Agenda**

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

### **Financial Business**

Lisa Heimer reported that the new FBW money market account was opened on February 9, 2021. The Money market account received \$ 61.64 in interest for the first partial month. The new account balances are reported on the first page of the reconciliation report. The State of Wyoming made an interest payment of \$1,176.75 on February 11, 2021 that covered interest from July through December 2020. Future interest payments from WSL will be bi-annual. The board reviewed the reconciliation report and budget report for February 2021. Trustee Haines made a motion to approve the financials, Trustee Taylor seconded, and the motion passed.

### **Library Director's Report**

Director Karen Horner reported on the many recent activities in the three libraries. Overdrive e-books and e-audio books are now available for all Park County patrons as part of the Wyoming Libraries Consortium. Winter Reading had 1200 entries. March programs included Dr. Seuss Read Across America Day, National Ag Day, and Saint Patrick's Day 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. The Powell Tribune had a nice article about the garden project posted on March 19, 2021. Park County Library Foundation is helping with the initial funding for both the garden project and the seed library. In April the library will have a booth at the Cody Home and Garden Show. The Cody Enterprise Progress Edition had a good article on the library system and a half page ad paid by the PCLF. All three libraries will be celebrating National Libraries Week from April 4 – April 10 with various contests and small giveaways.

Karen reported that she met individually with all the employees and went over their job title, job descriptions, step and grade in the new system, and current wage.

### **Foundation Update**

Trustee Hatfield reported PCLF are helping fund the garden project and further discussing the Wyoming Service Corp worker for next year starting in August. Director Horner reported that the PCLF has agreed to an additional \$150,000 pledge towards the Powell Library Renovation Project with the understanding that there would be more fundraising. The next quarterly meeting for PCLF is scheduled for June.

Chair Stuart presented information on Library Foundation financials (PowerPoint document added to the board book). She gave a brief history of the Grizzly Bear fundraising project, and the endowment challenge project. Chair Stuart provided a summary of the past minutes of PCLF from 2008 -2017, and a list of suggestions via email ahead of the meeting. The board held a discussion and concluded that Director Horner and Trustee Hatfield as members of PCLF should meet with the PCLF executive board for further discussion. Topics for discussion from Chair Stuart's suggestions are unrestricted PCLF funds available for the Powell Library Renovation Project, Grizzly Funds for Children and Youth projects, and future fundraising projects to supplement to the annual appeal mailing. PCLF progress report will be included on next month's agenda.

### **Old Business**

**Outreach Report:** Lee Haines and Karen Horner met with the Cody City Council at their March 11 working session.

**MakerSpace Partnership:** Chair Stuart has spoken with the MakerSpace Chairperson about the previous financial support for the MakerSpace from PCLF. She recommended having Trustee Hatfield discuss future financial support at the next foundation meeting.

**Purchase Policy:** A new draft of the purchase policy was circulated and discussed. Trustee Haines made a motion to approve the new policy as a stand-alone policy, Trustee Taylor seconded, and the motion passed. Director Horner will add this to the full Policy Manual when it is revised later this year to change other items including fines and renewals.

**Website Redesign Update:** The website will go live on Friday March 23, 2021. The events tab and page are not yet active but will be linked as soon as they are populated with new April events.

**COVID -19 Response Update:** Director Horner reported that the State of Wyoming Health Department orders have changed and are mostly discontinued. The mask mandate has been lifted for Wyoming as of March 16, 2021. The board discussed how the new rules apply to the library meeting rooms and library cleaning procedures. The board members requested meeting room use no longer be limited since there are no applicable restrictions currently for small/medium indoor meetings. Karen

reported on her discussions with local Park County Public Health Nurse Manager Crampton. Library staff are still required to stay home if they are sick. Mask wearing for staff is optional now.

**Powell Library Architect Search:** The RFP deadline is April 12 to turn in proposals to the Board of County Commissioners. Chair Stuart believes there are at least 3 interested firms. The board discussed how to evaluate the bids. Commissioner Overfield recommended including County Engineer Brian Edwards and Building and Grounds Superintendent Mike Garza. Chair Stuart requested the Powell Friends Group and Powell Task Force be involved in the process.

**FY2021 Budget:** Director Horner suggested that the board correspond by email about the upcoming budget before the next meeting. Approval of a budget draft is due to the County Clerk by April 30. The board discussed needing to decide and plan on how to move forward with requests for funding step increases.

### **New Business**

**Powell Library Funding:** The board discussed the American Rescue Plan Funds and if the Powell Library Renovation Project might qualify. Chair Stuart had circulated a draft proposal. The board will hang onto the idea until the guidelines are available.

**Employee Manual Update:** Trustee Hatfield made a motion to approve the revisions to the Park County Library Systems Employee Handbook as of March 25, 2021 subject to the confirmation of the added text of the Drug-free Workplace Policy 10.7 matching the most current version of the Park County Policy Manual. Lisa Heimer will check if the text from 2017 version has been changed. Trustee Taylor seconded the motion, and the motion the accept the new manual revisions passed.

**Date, time and place of next regular board meeting:** Thursday, April 22, 3:30 p.m. in the Cody Library and via Zoom.

The meeting adjourned at 5:08 p.m.

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Pat Stuart

*Chair*

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Karen Horner

*Library Director*

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Lisa Heimer

*Recording Secretary*