



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
November 18, 2021 3:30 pm**

Call to Order and Roll Call

Pat Stuart called the meeting to order at 3:33 p.m. at the Park County Library in Powell and via Zoom. Library board members present were Geoff Bauman, Paul Fees, Annmarie McMahon, Pat Stuart, and Bethany Taylor. Library personnel attending were Karen Horner, Lisa Heimer, Faith Johnson, Leslie Tribble, and Nicholle Gerharter. County Commissioner Liaison Dossie Overfield was present. There were no guests.

Chair Stuart changed the order of business due to Commissioner Overfield's schedule.

Library Director's Report

Director Karen Horner reported on recent activities for the library. The Powell Friends of the Library held a murder mystery fundraising event. The library had an outreach booth at the Gallagher's Corn Maze and the Cody Rec Center Halloween Carnival. The all-staff training day was Nov. 2. Karen went to Rawlins and Saratoga for the State Library Directors' Retreat Nov 3-5. Author Craig Johnson came and spoke at all three libraries. Sidnee Everhart, the Wyoming Service Corp volunteer, is working on the Seed Library Project which will have a logo contest soon and launch in the spring. Wyoming Library to Business project in Cody will have a launch party soon.

Foundation Update

Annmarie McMahon and Karen Horner attended the PCLF meeting this week. They received a presentation from the financial advisor Dan Stevens for Edward Jones. The annual appeal letter was mailed in October. Donations are coming in and there was also memorial donation this month from a generous Powell donor.

Old Business

Policy Manual Update – Director Horner discussed with the board the updates needed for the library policy manual and the use of a staff committee to build a new draft for board review.

Powell Library Update – Chair Stuart circulated the shared document from the library work session on Nov. 10. The board discussed several issues for the remodel including the entrance, work stations, line of sight, staff needs, server closet, fireplace, and exterior design. Trustee Fees made a motion to send the comment list to GSG with the minor edits discussed, the motion was seconded, and the motion passed.

Minutes

Trustee Taylor made a motion to approve the October 28, 2021 regular meeting minutes. The motion was seconded, and the motion passed.

Consent Agenda

Trustee Fees made a motion to approve the consent agenda which included library reports, statistics, bank check registers, October bank statements, bills paid for November and correspondence. The motion was seconded, and the motion passed.

Financial Business

The board received a briefing from Lisa Heimer on the reconciliation reports and budget reports for September 2021 and October 2021. Trustee Taylor moved to approve both sets of financials. The motion was seconded, and the motion passed.

Café Update – The Cody library café will have a new tenant in December. Director Horner met with business organizer, Kathy Liscum and attended the Board of County Commissioners’ Meeting where Kathy explained her business plan for the Pardner’s Café. The lease will be signed on Dec. 7. The timeline is still to be determined for their opening events.

New Business

Elections - Chair Stuart discussed the officer vacancy on the board. Paul Fees nominated Geoff Baumann to fill the vice chair position. The motion was seconded, and the motion passed. Trustee Taylor made a motion to have Paul Fees fill vacancy in the secretary position, the motion was seconded and the motion passed.

Quarterly Update to Park County Commissioners – Director Horner expressed interest in resuming the updates to the county commissioners. Karen will bring ideas to the next library board meeting.

Executive Session – Trustee Baumann called for an executive session to be added to the agenda. The board entered executive session at 4:35 pm. The board returned from executive session at 4:45 pm. Chair Stuart and the board requested a performance appraisal of Karen Horner. Horner will bring a summary document to the regular December meeting and the board will meet with her for feedback in the regular January meeting.

The board requested all of Karen’s contact with GSG include Geoff Baumann.

Date, Time and Place of Next Regular Board Meeting: Thursday, December 16, 3:30 p.m. in the Cody Library and via Zoom.

Meeting Adjourned at 4:49 pm.

Pat Stuart

Chair

Karen Horner

Library Director

Lisa Heimer

Recording Secretary