



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
December 16, 2021 3:30 pm**

Call to Order and Roll Call

Pat Stuart called the meeting to order at 3:30 p.m. at the Park County Library in Cody and via Zoom. Library board members present were Geoff Bauman, Paul Fees, Annmarie McMahill, Pat Stuart, and Bethany Taylor. Library personnel attending were Karen Horner, Lisa Heimer, Faith Johnson, Linda Seaton, Leslie Tribble, and Nicholle Gerharter. County Commissioner Liaison Dossie Overfield was present. There were no guests.

Approval of Agenda

Trustee Baumann made a motion to add an Executive Session per WY Stat 16-4-405 (a)(ii) to the end of the agenda, the motion was seconded and the agenda addition was accepted.

Minutes

Trustee Fees made a motion to approve the November 18, 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, November bank statements, and bills paid for December. The motion was seconded, and the motion passed.

Financial Business

The reconciliation report and budget report for November 2021 were not available before the meeting. They will be approved at the regular January board meeting.

Library Director's Report

Director Karen Horner gave recent highlights of outreach activity. The Powell staff entered the lighted Christmas parade. The Cody staff held a reception for the donors of the kindness benches and celebrated completing the Summer Reading Kindness Project and Storywalk installation. The Seed Library logo contest is underway. Wyoming Library to Business launch party was December 10 in the Cody Library. Pam Smith is retiring, and Karen summarized the staffing changes and job searches. Karen has been asked to join the PEP board for the Powell Chamber of Commerce.

Foundation Update- Karen Horner attended the PCLF December meeting this week. The Foundation is working on purchasing an outreach van for the library system. Karen circulated handouts with examples

of library vehicles. Instead of a January Winter Gathering event foundation members are planning a Literary Day in February for local authors and writers. The annual appeal letter donations and donations for the Powell project are still arriving.

Old Business

Quarterly Update to Park County Commissioners – Director Horner briefed the board members on the topics for the January library update to the Park County Commissioners.

Outreach Position – The board discussed the creation of a new job opening for a Senior Library Assistant with a focus on outreach. The position will replace one of the vacant Library Assistant positions in Cody. Trustee Taylor made a motion to create the position and move forward with hiring, the motion was seconded and the motion passed.

Powell Library Update and Fundraising – Director Horner reported that GSG is still working on the program phase and the 3-D imaging for the Powell Library plan. PCLF will pay the GSG invoices directly. Chair Stuart reported that we received a \$25,000 anonymous donation to the Powell Project. The board discussed how to hire a position for running the capital campaign. Trustee Fees will research job descriptions and make some contacts.

New Business

Grade/Step Wage Adjustment – The board reviewed documents on the job classifications and salary ranges for Library Assistant, Library Technician, Senior Library Assistant, and Senior Library Technician. To realign these job classes with Park County job classes (Tax Clerk I, and Tax Clerk II) Karen recommended moving each of the 4 job classes up one grade. The 6-month cost of the realignment proposal is \$4334.72. The vacant Library Assistant positions will be reclassified to Grade 10 step 1. The entry level step 1 wage and the Provisional Library Assistant wage will move from \$13.60 to \$14.23. Trustee Taylor made a motion to accept the realignment plan as outlined (job classifications grade 9 -12 each move up one grade to 10-13) with an effective date of January 1, 2022. The motion was seconded and the motion passed.

Strategic Plan- The board held a discussion about the Strategic Plan based on the 2019 approved plan for 2020-2022. Each board member will review further and report back at the next meeting.

Executive Session per WY Stat 16-4-405 (a)(ii) – Trustee Taylor made a motion to move to executive session. The board entered executive session at 4:47 pm. The board returned from executive session at 5:04 pm. No action was taken.

Date, Time and Place of Next Regular Board Meeting: Thursday, January 27, 3:30 p.m. in the Cody Library and via Zoom.

Meeting Adjourned at 5:07 pm.

Pat Stuart

Karen Horner

Lisa Heimer

Chair

Library Director

Recording Secretary