



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
September 22, 2022, 2:00 pm**

Call to Order and Roll Call

Vice Chair Baumann called the meeting to order at 2:05 p.m. at the Park County Library in Cody and via Zoom. Library board members present were Geoff Baumann, Jolene Reekers, Paul Fees, and Gary Warner. Pat Stuart was absent. Library personnel attending were Karen Horner, Lisa Heimer, Faith Johnson, Nicholle Gerharter, and Leslie Tribble. County Commissioner Liaison Overfield and Commissioner Liaison Scott Mangold were absent.

Approval of Agenda

The agenda was adopted with two additions under new business: AFLAC supplemental coverage and collection development/new book purchases discussion.

Minutes

Trustee Reekers made a motion to approve the August 25, 2022, regular meeting minutes. The motion was seconded, and the motion passed.

Consent Agenda

Trustee Warner made a motion to approve the consent agenda which included library reports, statistics, bank statements, the check register, and bills paid. Discussion included changing the rolling stats report to 13 months instead of a 12 month look-back. The motion was seconded, and the motion passed.

Financial Business

The reconciliation report and budget report were reviewed. Trustee Reekers made a motion to approve the financials, the motion was seconded, and the motion passed.

Library Director's Report

Director Karen Horner reported on the programs and activities happening in September and coming up in October.

Foundation Update

Trustee Reekers reported that PCLF meets again on September 27 to discuss fundraising for the Powell Library Project.

Staff Update

Leslie Tribble gave the board a behind the scenes description of things that happen in the tech department. Questions and discussion included the details of ordering materials, cataloging, weeding and inventory processes.

Old Business

Powell Library Updates– The library board trustees viewed the presentation boards from GSG. Director Horner will schedule GSG Architects to come to the Park County Commissioners’ meeting in October for their final presentation. PCLF Powell Library Funds will pay the current open invoices. Horner will review the total renegotiated quote from GSG. The total paid to date is \$53,362.

Powell RFP Drafts- The board discussed the drafts of the RFP and Requests for Qualifications and Separate Price Proposal recommendations from the County Engineer, the County Attorney’s Office and Director Horner. Horner will refine the drafts and they will be sent to the Park County Commissioners after the final GSG presentation is finished.

Federal/State Library Grant – Horner reported that the funding for Wyoming libraries is currently being reviewed a second time by the feds. The total amount and the guidelines for eligible building projects are still not available. The opening for applications may be January with a spring closing date. WYDOT will oversee the process. The state librarian will communicate any information from the Governor’s office as it arrives.

Project Development Coordinator – The board discussed the need for a grant writer and fundraiser. The draft of the position description was discussed and additional edits and suggestions need to be sent to Director Horner.

Powell Grounds- Branch Manager Faith Johnson reported that the Buildings and Grounds Department’s staff is working on the grounds keeping, sprinkler maintenance, and the weed problems.

New Business

Policy Manual Review Timeline – Director Horner reported that the policy manual is in it’s final review phase by the policy sub-committees. There will be an all staff review timeframe and then the chapters will be sent to the board for review and approval. After the 2022 full revision is approved, the board will set an annual plan for perpetual review and revisions.

Collection Development and new book requests – The library director and librarians discussed with the board the process of selecting and ordering new books, including the author standing-orders, ways for patrons to make special purchase requests, and ILL requests. The staff also discussed finding and requesting items on Hoopla and Libby.

AFLAC supplemental coverage - Trustee Fees made a motion to stop offering AFLAC as a payroll deduction for supplemental insurance coverage. The motion was seconded, and the motion passed. Employees with current coverage will be notified and transitioned to direct pay. All employees are given the option to add MetLife Dental, Prudential Life Insurance, and RCI vision coverage as self-pay insurance options at the fall open enrollment periods for the county health insurance.

Training Closures- Trustee Reekers made a motion to provide periodic staff trainings with half-day library closures as needed and at the director's discretion. The motion was seconded and the motion passed. There will not be a full day closure for all staff training this fall. The value of short, more frequent trainings, and addition staff socials or team building events was discussed.

Date, Time, and Place of Next Regular Board Meeting: Thursday, October 22, 2:00 p.m. in the Powell Library meeting room and via Zoom.

Meeting Adjourned at 3:30 pm.

Geoff Baumann

Vice Chair

Karen Horner

Library Director

Lisa Heimer

Recording Secretary