



**Park County Library System  
1500 Heart Mountain Street  
Cody, Wyoming 82414  
Board of Trustees Regular Meeting  
October 27, 2022, 2:00 pm**

**Call to Order and Roll Call**

Vice Chair Baumann called the meeting to order at 2:00 p.m. at the Park County Library in Powell and via Zoom. Library board members present were Geoff Baumann, Jolene Reekers, Paul Fees, and Gary Warner. Chair Pat Stuart was absent. Library personnel attending were Karen Horner, Lisa Heimer, Faith Johnson, Nicholle Gerharter, Renee Hanlin, Leslie Tribble and Linda Seaton. County Commissioner Liaison Overfield was present, and Commissioner Liaison Scott Mangold was absent.

**Approval of Agenda**

The agenda was adopted as presented.

**Minutes**

Trustee Fees made a motion to approve the September 22, 2022 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 statements, check register, and bills paid. The motion was seconded, and the motion passed.

**Financial Business**

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

**Library Director's Report**

Director Karen Horner reported on recent programs and activities. The library now has podcasting equipment for patrons to use as part of the Wyoming Libraries to Business grant program. The outreach van that was purchased by the Park County Library Foundation has arrived and the wrap design is finished. We will be showcasing it in the upcoming lighted parades in Cody and Powell and other November outreach events. The van will typically be parked at the Cody complex in the lot west of the children's department.

**Foundation Update** - Trustee Reekers reported that PCLF meets again in November to discuss fundraising for the Powell Library Project. They are planning another Winter Author Fest for January 28, 2023 and a spring gala in April.

**Staff Update** - Renee Hanlin updated the board on the 1000 Books Before Kindergarten Program and all the recent story times, crafts and other activities in the Powell children's department.

## **Old Business**

### **Powell Library Rebuild Project Updates–**

- Discussion of email voting and public meeting laws. Board members agreed email voting can only be done in emergency situations.
- Discussion of motion to approve and advertise project coordinator position. Discussion of tasks for the coordinator. Position may be split into more than one person or function. Item tabled.
- Authorize library director to advertise by 6 November. Item tabled indefinitely.
- Schedule interview of applicants for 29 November. Item tabled indefinitely.
- Recap of design institute: Leslie presented info from the five library architects that attended the Library Journal Design Institute, and the follow up information on our RFQ. Vice Chair Baumann will review the materials from the library architects that Leslie met with.
- Future of Powell Library project manager discussion. Discussion of commitment to the project and grant timeline and eligibility. Discussion of possible need for scaling back the project due to cost considerations. Discussion of floor plans.
- Report on grant writing and marketing support. Director Horner reported the marketing needs including a library annual report can be done in-house. Annual appeal letter will be written and mailed in the next several weeks.
- Update on Federal/State Grant Money. WYDOT will administer the grant. No new information on when the guidelines will be released.
- Review of PLTF Sponsor Agreement. Discussion of Task Force. Trustee Baumann as chair of the Task Force will contact Task Force members about their interest in continuing to help with the project. Task Force documents and minutes will be reviewed to regenerate the list of members and those who helped on various committees of the Task Force.
- Discussion of money and where to deposit funds from future fundraising. Director Horner reviewed the Park County Library Foundation (PCLF) Bylaws and their specific purpose to "Encourage gifts, endowments and memorials for library buildings, services and other specific needs of the Park County Library System." Funds will continue to be held with PCLF. Item tabled; no action.
- Discussion of continuing with GSG. Discussion of advice from Brian Edwards on RFPs versus contract extension with GSG. No action taken to retain GSG.
- Friends of the Powell Library Event update. Faith Johnson reported on details for the live auction and festivities on Saturday, November 12.

**New Policy Manual Update** - Director Horner reported that the policy manual is in the staff review phase and will be finished soon. At the recommendation of the Commissioner Overfield the next draft will be reviewed by the county attorney's office and then sent to the board for further review and approval.

## **New Business**

**New Online Catalog** – Leslie Tribble demonstrated the new online catalog from Aspen, and she took questions about the upgrade. The launch date is November 14, 2023.

**Library Closure** – Trustee Fees made a motion for a building closure for the libraries on Friday, December 23, after discussion, the motion was seconded and the motion passed. Staff will take vacation, leave without pay, or work. No holiday pay. All 3 libraries will be closed to the public.

**Date, Time, and Place of Next Regular Board Meeting:** Thursday, November 17, 2:00 p.m. in the Cody Library and via Zoom.

**Meeting Adjourned at 3:45 pm.**

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Geoff Baumann

*Vice Chair*

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Karen Horner

*Library Director*

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Lisa Heimer

*Recording Secretary*