



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
January 26, 2023, 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 Cody and via Zoom. Library board members present were Geoff Baumann, Jolene Reekers, Paul Fees, and Pat Stuart. Library personnel attending were Karen Horner, Lisa Heimer, Faith Johnson, Nicholle Gerharter, Linda Seaton and Leslie Tribble. County Commissioner Liaison Overfield was present. Chris Beyeler attended for the staff update.

Approval of Agenda

The agenda was adopted as presented.

Minutes

Trustee Reekers made a motion to approve the November 17, 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 all library reports, statistics, bank statements, check registers, and bills paid. The motion was seconded, and following a discussion, the motion passed.

Financial Business

The reconciliation report and budget report were reviewed for November and December 2022. Trustee Fees made a motion to approve the financials, the motion was seconded by Trustee Reekers, and the motion passed.

Library Director's Report

Director Karen Horner reported on recent library outreach with the van and other county-wide programs. The library has new limited-edition library cards with artwork from notable children's author and illustrator Jon Klassen. library system annual report. The libraries are currently running Winter Reading Programs and they have all started year-long reading challenge called 23 in 23. PCLF is hosting Winter Author Fest on Feb. 4. The library has new contract with the State Library for the shared databases.

Foundation Update - Trustee Reekers reported that PCLF is working on several fundraisers. The Winter Author Fest is February 4 from 1-5 pm. with Mark Spragg as the keynote speaker. There has

been a great turnout on donations for the silent auction. The march fundraiser is a movie screen in the Powell theater of Dear Sirs. The April fundraiser is a ticketed event to be held in the Cody Library.

Staff Update – Chris Beyeler talked with the board about IT equipment and processes for the library. He answered questions on the servers and virtual servers, firewall, wi-fi system, public computers reservation system, public printing, patron privacy, the library catalog system, and backup systems.

Old Business

Chairperson Stuart arrived and took over running the meeting.

Powell Library Project Updates–

- Trustee Baumann reported on his contacts with the architects since the last board meeting.
- Update on Federal/State Grant Money: Director Horner heard from the state librarian that the US Treasury has not yet approved the Wyoming application for the funds.
- Trustee Baumann made a motion to approach GSG to send the virtual tour info from their report to Johnston Architects (Seattle), talk with Ray Johnston about evaluating the GSG information, and provide the board with preliminary design concepts. The motion was seconded by Trustee Reekers, and the motion passed. Trustee Fees made a motion to authorize Geoff Baumann to negotiate with Ray Johnston for 2-4 hours of time for design ideas. The motion was seconded the motion passed. The board did not choose to request an in-person site visit at this time.
- The board discussed the status of the land and library building ownership.
- Commissioner Overfield updated the board on the county ARPA funds.

New Policy Manual Update

- Guiding Documents - Chapter 1 was edited and reviewed. Trustee Reekers made a motion to accept the Guiding documents, Trustee Baumann seconded and the motion passed.
- Circulation Policy – Chapter 2 was edited and discussed. The policy will be reviewed again at the next meeting after further information is gathered regarding non-resident card holders and the shared database contract restrictions.
- Code of Conduct – Chapter 3 was edited and reviewed. Trustee Baumann made a motion to accept the Code of Conduct as revised. Trustee Reekers seconded the motion, and the motion passed.

New Business

Director Karen Horner presented copies of the first library annual report. She will provide the report and her library update to the BOCC in February.

Horner requested permission to hold a Park County Library Foundation Fundraiser in April in the Cody Library. Trustee Reekers made a motion to approve holding the event, closing the library early for set-up, and allowing Karen to request a permit for serving alcohol at the event. The motion was seconded and the motion passed.

Director Horner discussed the concept of adding more meeting and reading room space to the Cody library by converting office space. The discussion was tabled until the next meeting.

Director Horner discussed the use, problems and liability issues with the security cameras in the libraries. Policies regarding cameras will be discussed in the March meeting.

Chair Stuart requested the Library Director's annual evaluation be scheduled on the February agenda.

Date, Time, and Place of Next Regular Board Meeting: Thursday, February 23, 2:00 p.m. in the Cody Library and via Zoom.

Meeting Adjourned at 4:53 pm.

Pat Stuart

Chair

Karen Horner

Library Director

Lisa Heimer

Recording Secretary