



**Park County Library System  
1500 Heart Mountain Street  
Cody, Wyoming 82414  
Board of Trustees Regular Meeting  
January 4, 2024, 2:00 pm**

### **Call to Order and Roll Call**

Vice-chair Geoff Baumann called the meeting to order at 2:05 p.m. at the Cody Library and via Zoom. Library board members present in person were Trustee Warner, and Trustee Baumann. Trustee Paul Fees attended via Zoom. Trustee Reekers and Chair Stuart were absent. Library personnel attending were Karen Horner, Lisa Heimer, Nicholle Gerharter, Roseanne Spiering and Linda Seaton. Leslie Tribble attended via Zoom. Liaisons, Commissioner Overfield and Commissioner Mangold attended in person.

### **Approval of Agenda**

The agenda was adopted presented.

### **Minutes**

Trustee Fees moved to approve the November 16, 2023 Regular Meeting Minutes. The motion was seconded, and the motion carried.

### **Consent Agenda**

Trustee Fees made a motion to approve the consent agenda including library reports, statistics, bank statements, correspondence, and bills paid. The motion was seconded, and the motion carried.

### **Financial Business**

The board reviewed the reconciliation report and budget reports for November 2023. Reports for December were not yet available. Trustee Warner moved to approve the financials. The motion was seconded, and the motion carried.

### **Library Director's Report**

Director Karen Horner reported on the current library events. The new annual report will be ready at the end of January. The library foundation received a \$5,000 grant for literacy kits. Library staff are doing cyber-security training. Diane Desfosses is retiring from the Powell Library. The StoryWalk was launched in Powell. The telehealth booth was installed in the Cody Library with an official launch along with other telehealth booths around the state will happen soon.

### **Foundation Update**

Karen Horner reported PCLF has sent out their annual appeal letter. The Winter Author Fest is scheduled for Saturday, January 20, 2024. Robin Cutter will be speaking about Park County authors.

**Old Business**

**Wyoming Department of Audit Public Officer Training** – There will be a self-paced online version of the training that is scheduled to be available after the end of January.

**Powell Library Project**

**Liaison-** Trustee Warner made a motion that Trustee Baumann serve as a liaison between the library board and the commissioners and Brian Edwards for the Powell Library Project. The motion was seconded and the motion passed.

**Finances** – Commissioner Overfield discussed the project budget that was resubmitted for the grant. The main change was the cost per foot estimate was lowered by \$50 sq/ft.

**Powell Friends** – Director Horner discussed communications with the Powell Friends of the Library group. She and Branch Manager Roseanne Spiering will continue to attend their monthly meetings and keep them informed of progress on the project.

**Tasks - Temporary Location of the library-** Commissioner Overfield proposed that the temporary location be in the Homesteader Hall of the Park County Fairgrounds. Board members agreed. She will follow up with the Board of County Commissioners and work on details with Karen.

**Planning Personnel and Services** – Director Horner led a discussion of initial planning. No action was taken.

**New Business**

**Holiday Calendar** – The calendar of closures and holidays for 2024 was discussed, including the elimination of July 3 as a closure and holiday. Trustee Warner made a motion to accept the calendar, Trustee Fees seconded the motion and the motion carried.

**Date, Time, and Place of Next Regular Board Meeting:** Thursday, February 22, 2:00 p.m. in the Cody Library and via Zoom.

**Meeting Adjourned at 2:44 pm.**

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Geoff Baumann

Karen Horner

Lisa Heimer

*Vice-Chair*

*Library Director*

*Recording Secretary*