



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
February 29, 2024, 2:00 pm Cody Library**

Call to Order and Roll Call

Vice-chair Geoff Baumann called the meeting to order at 2:00 p.m. at the Cody Library and via Zoom. Library board members present in person were Trustee Warner, Trustee Reekers, and Trustee Baumann. Trustee Paul Fees attended via Zoom. Chair Pat Stuart was excused. Library personnel attending were Karen Horner, Lisa Heimer, Nicholle Gerharter, Joy Williams, and Roseanne Spiering; Linda Seaton attended via Zoom. Liaison Commissioner Overfield attended and Commissioner Mangold was excused. Guests representing the Friends of the Powell Library were Sandy Feyhl and Lucinda Kliever.

Approval of Agenda

The agenda was adopted with the addition of one item in financial business (Whittle letter of engagement), and one deletion from the consent agenda (Jan. check register).

Introduction of guests

New officers, Sandy Feyhl and Lucinda Kliever, of The Friends of Powell Library introduced themselves to the trustees and staff. They gave a brief update of their club officers and the group's continued desire to support the library through book sales in the future new library.

Minutes

Trustee Warner moved to approve the January 4, 2024 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

Approval of Financials - The board reviewed the reconciliation report and budget reports for December 2023. Trustee Reekers moved to approve the financials for December, and table the financials from January because of incomplete information. The motion was seconded, and the motion carried.

The board reviewed the CD and Money Market rates at First Bank of Wyoming and held discussion about the accounts and signatories.

CD - Trustee Fees made a motion to move \$100,000 from the Money Market account to a 12-month Certificate of Deposit at FBW. Trustee Warner seconded the motion and the motion passed unanimously.

Money Market- Trustee Warner made a motion to change the Money Market account at First bank of Wyoming from a basic account to a Premier Business Money Market account. Trustee Reekers seconded the motion and the motion passed unanimously.

Additional Signatory- Trustee Warner made a motion to add Trustee Jolene Reekers as a signatory on the FBW accounts. Trustee Fees seconded the motion and the motion passed unanimously. Jolene will fill out the required paperwork.

Engagement letter from Whittle and Hamilton – No formal action was taken to sign the letter. Treasurer Warner and Lisa Heimer will set up a meeting with them to clarify their rates for the future.

Library Director's Report

Director Karen Horner reported on the current library events and news from February. The new annual report was presented to the County Commissioners. The telehealth booth was launched in the Cody Library with a ribbon cutting ceremony. Author Craig Johnson visited all three libraries. Karen attended the director's meeting in Cheyenne. Karen described the upcoming events for March as well.

Staff Update

Joy Williams reported on the new and different programs for the Cody Library Teen Room. She shared her March calendar of events and told success stories from her first year in the position.

Foundation Update

PCLF held The Winter Author Fest Saturday, January 20, 2024. They continue to work on fundraising particularly for the new Powell Library.

Old Business

Powell Library Project Update – Commissioner Overfield reported that the grant contract is in the review stage at the Park County District Attorney. The Public Works department is ready to proceed when the contract is complete and signed. Director Horner reported on touring the fairgrounds building and making plans for the library to move there as soon as possible.

Wyoming Department of Audit Public Officer Training – The self-paced online training is currently available on the State of Wyoming Department of Audit website and should be completed within the first year of each trustee taking office.

New Business

FY2025 Budget – Director Horner led a discussion on the new budget. She discussed the possibility that the board consider keeping most budget items at the same amount when possible. Accounts that will need to increase are postage, travel, and accounting services. Staffing will be similar to last year with a repeated request for increased funds to cover any COLA or step increase that the county gives to their own employees. Health Insurance and retirement lines may increase. Horner would like to have the library board request that the county commissioners grant the same Powell book purchase amount and allow a percentage of that to be held at Wyoming State Library during FY 2025- FY2026. The amount saved would be used in the fall of 2026 to purchase the new (mostly non-fiction) collections for opening the new library. New fiction purchases and AV purchases will

continue and be available in the temporary location. A draft budget will be presented at the next meeting.

Policy Review Planning

Purchasing Policy 2021 -Trustee Reekers made a motion to include the stand-alone 2021 Purchasing Policy in the 2023 PCLS Policy Manual as Chapter 9. The motion was seconded and the motion carried.

Investment Policy – The board reviewed the PCLS 1996 investment policy and requested Horner bring a revised draft to the next meeting.

Employee Handbook – Horner recommend revisions to the PCLS Employee Handbook in several areas to align with the July 2023 Park County Policies and current law. These include but are not limited to Whistleblower Policy, ADA, Veterans and FMLA. A draft review process will begin with board updates and feedback at future meetings.

Date, Time, and Place of Next Regular Board Meeting: Thursday, March 28, 2:00 p.m. in the Cody Library and via Zoom.

Meeting Adjourned at 3:27 pm.

Geoff Baumann

Karen Horner

Lisa Heimer

Vice-Chair

Library Director

Recording Secretary