



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

Call to Order and Roll Call

Chair Jolene Reekers called the meeting to order at 2:01 p.m. at the Cody Library. Library board members present in person were Trustee Kearnes, and Trustee Jackson. Trustee Fees, Trustee Warner, and Chair Reekers attended via Microsoft Teams. Library personnel attending were Karen Horner, Nicholle Gerharter, Lisa Heimer, and Roseanne Spiering. Liaison County Commissioner Overfield was present, and Commissioner Mangold was excused.

Approval of Agenda

The agenda was adopted as presented; Trustee Kearnes made the motion, Trustee Warner seconded the motion, and the motion carried.

Consent Agenda

Trustee Fees made a motion to approve the consent agenda including July 18, 2024 Regular Meeting Minutes, Director's Report, Social Media Stats, Rolling Stats, PR Report, bank statements, Transaction list for July and Bills Paid. The correspondence letter from Whittle and Hamilton was added and included. The motion was seconded by Trustee Warner, and the motion carried.

Library Director's Report

Director Karen Horner reviewed items included in her written report and answered questions.

Staff Update - none

Foundation Update

Trustee Kearnes was unable to attend the August PCLF meeting, however she reported "The Night at the Library" fundraising event planning is ongoing. The event is scheduled for October 19th.

Old Business

Powell Library Project Update – Commissioner Overfield updated the board on the Powell Library construction project progress. Demo started last week. The roofline, windows, and landscaping were discussed. Some requirements for the grant were discussed.

New Business

Review Policy Manual Chapter 1 – Tammy Jackson made a motion for a proposed change in Chapter 1 Board of Trustees By-Laws (Article VI Order of Business for a Regular Meeting, section

2.) “Branch Manager Updates” proposed change to “Director Update and Staff Update.” Trustee Fees seconded the motion and the motion passed. The approval of the proposed amendment will be presented in the next regular board meeting.

New Job Description – Youth Services Librarian - Trustee Kearnes made a motion to accept the new job description. The motion was seconded and the motion passed. The Powell opening will be advertised in September and October. There was discussion regarding the need to combine the duties of children’s and teen’s programming duties to one staff member who will oversee all ages of youth programming.

Salary Classification and Overtime Regulation – The board discussed regulation changes for exempt employees that go into effect on Jan. 1, 2025. The county clerk may have an appropriate notification letter regarding the policies in the FLSA that can be used for the library employees.

Date, Time, and Place of Next Regular Board Meeting: Thursday, September 26, 2:00 p.m. in the Cody library.

Meeting Adjourned at 2:48 pm.

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Jolene Reekers	Karen Horner	Lisa Heimer
<i>Board Chair</i>	<i>Library Director</i>	<i>Recording Secretary</i>