



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
November 21, 2024, 2:00 pm Cody Library**

Call to Order and Roll Call

Chair Jolene Reekers called the meeting to order at 2:00 p.m. at the Cody Library. Library board members present in person were Chair Reekers, Trustee Kearnes, Trustee Warner, and Trustee Jackson. Trustee Fees attended via MS Teams. Library personnel attending were Karen Horner, Nicholle Gerharter, Lisa Heimer, and Roseanne Spiering.

Approval of Agenda

The agenda was adopted as presented with the order of business to be changed as needed. Trustee Warner made the motion, Trustee Kearnes seconded the motion, and the motion carried.

Consent Agenda

Trustee Fees made a motion to approve the consent agenda including the October 24, 2024 Regular Meeting Minutes, Library Director's Report, Social Media Stats, Rolling Stats, PR Report, bank statements, and Bills Paid. The motion to approve was seconded by Trustee Warner, and the motion carried.

Staff Update - Technical Services Supervisor Leslie Tribble reported to the board about the work that she does as our cataloging genius.

Library Director's Report

Director Karen Horner reviewed programs included in her written report and answered questions. She also reported that interviews for the Powell position have taken place and a candidate has been selected, that person should start in December. A new large puzzle table arrived in Cody; it was paid for with the library prize money from the Library Journal award last year.

Foundation Update

Trustee Kearnes reported that "The Night at the Library" event will be moving to April of each year.

Old Business

Powell Library Project Update – The board reviewed the progress on the Powell Library construction project.

Review PCLS Employee Handbook and Park County Personnel Manual – item tabled.

Financial Business

The quarterly financials reports were discussed. Trustee Warner reported on the meeting with the Whittle and Hamilton’s CPA, Timothy Stewart. Warner conveyed Stewart’s request to break our contract and discontinue working for the library. The board discussed the process of gathering bids for services and the timeline for selecting a new firm. Trustee Warner made a motion to hold a special meeting on Thursday December 5, at 3:00 pm. for the single purpose of evaluating options/quotes and selecting a new accountant. Director Horner and the library board will meet with the Board of County Commissioners on December 3, time TBD. Karen and Lisa will make inquiries and gather at least 3 estimates for payroll and financial services.

New Business

Powell Library Hours- Director Horner recommended changing the Powell Library hours, as discussed last month. Trustee Warner made a motion to close Saturdays and extend the Monday - Thursdays’ hours starting after advertising and waiting until the week of December 9. Trustee Fees seconded the motion and the motion passed.

Creation of new job description and potential hire – Director Horner recommended changes to the Senior Library Technician job description (grade 13). Trustee Jackson made a motion to approved the revisions and post the job opening. The motion was seconded and the motion passed.

Date, Time, and Place of Next Regular Board Meeting: Thursday, January 23, 2025, 2:00 p.m. in the Cody Library, Bison Room. Special meeting scheduled for December 5, 2024, 3 pm. in the Cody Library and available through MS Teams.

Meeting Adjourned at 3:39 pm.

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