



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
October 24, 2024, 2:00 pm Powell Library**

Call to Order and Roll Call

Chair Jolene Reekers called the meeting to order at 2:00 p.m. at the Powell Library. Library board members present in person were Chair Reekers, Trustee Kearnes, Trustee Warner, and Trustee Jackson. Trustee Fees was absent. Library personnel attending were Karen Horner, Nicholle Gerharter, Lisa Heimer, Roseanne Spiering, and Breanne Thiel. Liaison County Commissioner Overfield attended via MS Teams and County Commissioner Mangold was excused.

Approval of Agenda

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

Consent Agenda

Trustee Jackson made a motion to amend and accept the September 26, 2024 Regular Meeting Minutes to say that the Powell Update was presented by Director Horner. Trustee Kearnes seconded the motion and the motion passed. Trustee Warner made a motion to approve the consent agenda including Library Director's Report, Social Media Stats, Rolling Stats, PR Report, bank statements, and Bills Paid for October. The motion to approve was seconded, and the motion carried.

Library Director's Report

Director Karen Horner reviewed items included in her written report and answered questions. She expanded on the success of the Seed Libraries and how popular they have become in the past year. Karen also talked about the possibility of changing the hours temporarily for the Powell Library fairgrounds location. The Saturday usage is being reviewed but seems very minimal this fall.

Staff Update –Senior Library Assistant, Breanne Thiel reported to the board about the work that she does for the Powell Library including signage, event calendars, social media promotion, radio promotion, and adult program planning, hosting and coordinating. The events cover a wide range of things from author talks and book clubs, to craft groups and cooking/canning classes.

Foundation Update

Director Horner reported that “The Night at the Library” event went well. They do not have numbers yet on the total donations or net income from the event.

Old Business

Powell Library Project Update – Commissioner Overfield reviewed the progress on the Powell Library construction project. The porous sidewalk requirements were mentioned along with some discussion of the possibility of stones, pavers or personalized pavers. Branch Manager Roseanne Spiering and Karen Horner reviewed the architect discussions on furniture and shelving floor plans and interior design including sight lines for staff to patrons locations.

Salary Classification and Overtime Rule -US Dept. of Labor – Director Horner reviewed the requirements and timeline for the new Fair Labor Standards Act (FLSA) Overtime Rules.

At 2:26 pm. Trustee Warner made a motion to enter executive session per W.S. 16-4-405 (a)(x). The motion was seconded, and the motion carried. The board returned from executive session at 2:55 pm.

Trustee Warner made a motion to approve the changes to job descriptions and salaries discussed in executive session. The motion was seconded by Trustee Kearnes and the motion passed.

New Business

Review PCLS Employee Handbook and Park County Personnel Manual – Trustee Warner requested a 45-minute time period for review and discussion of the policies. The board worked on the Introduction, County’s Section 1, 2, 3, 5, and 9. Drafts will be edited for further review before the next meeting. Time limited discussion for November meeting will continue forward with Sections 4, 6, 7, 8 and 10.

The board discussed the timeline for employees to review the Employee Handbook and suggested an acknowledgement of the manual contents perhaps at an all staff meeting or otherwise once a year.

Date, Time, and Place of Next Regular Board Meeting: Thursday, November 21, 2:00 p.m. in the Cody Library, Bison Room.

Meeting Adjourned at 3:45 pm.

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