



**Park County Library System
1500 Heart Mountain Street
Cody, Wyoming 82414
Board of Trustees Regular Meeting
September 26, 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 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 Melinda Martin. Liaison County Commissioner Overfield and County Commissioner Mangold were 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 Kearnes made a motion to approve the consent agenda including August 22, 2024 Regular Meeting Minutes, Library Director's Report, Social Media Stats, Rolling Stats, PR Report, bank statements, and Bills Paid. The board held discussion and review of the trend of Powell Library patron visits in the Rolling Statistics report. The motion to approve 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. The board held discussion of the Meeteetse Parade outreach, Banned Books Week, and Park County Montana's unusual use of the PCLS logo on social media.

Staff Update – Melinda Martin reported to the board on all the behind the scenes work that she does for the library system including website updates, email newsletters, advertisements, event calendars, press releases, social media posts, graphic design and photography for library posters and marketing, as well as monthly PR reports, Social Media Stats, and the Library Annual Report.

Foundation Update

Trustee Kearnes reported that “The Night at the Library” fundraising event is scheduled for Saturday, October 19th. PCLF is looking for new members, and the next meeting is in November.

Old Business

Powell Library Project Update – Director Horner updated the board on the Powell Library

construction project progress. The floor plan progress and the landscaping were discussed. Some requirements for the grant were discussed. The additional grant money for inflation cost application was discussed.

Sign Annual Census Report – The supplementary form for the FY24 Census Report regarding the Public Officer Training was signed and ready to be submitted before the 9/30/24 deadline.

Approval of proposed changes to Policy Manual Chapter 1 – Trustee Gary Warner made a motion to approve the previously proposed change in Chapter 1 Board of Trustees By-Laws (Article VI Order of Business for a Regular Meeting, section 2.) “Branch Manager Updates” to “Director Update and Staff Update.” Trustee Kearnes seconded the motion and the motion passed.

New Business

Review PCLS Policy Manual Chapter 2 – The board reviewed and discussed Chapter 2 Circulation including some of the nuances of the WYLD policies for all Wyoming public libraries. Trustee Warner made a motion to keep the policy as it stands with one spelling correction in the first sentence of the final paragraph to the word “checkout.” Trustee Jackson seconded the motion and the motion carried.

Planning for future policy review – By consensus the board agreed to postpone further review of the chapters of the PCLS Policy Manual until the PCLS Employee Personnel Manual has been reviewed and updated as requested by Director Horner. Review of the Park County Policy Manual and the PCLS Employee Personnel Manual will be divided into 2 months of meetings. Director Horner will send a suggested list of chapters for discussion at the October board meeting. The files are in the board SharePoint October folder.

Date, Time, and Place of Next Regular Board Meeting: Thursday, October 24, 2:00 p.m. in the Powell Library.

Meeting Adjourned at 3:04 pm.

Jolene Reekers

Board Chair

Karen Horner

Library Director

Lisa Heimer

Recording Secretary