



**Park County Library System  
Library Board of Trustees Regular Meeting Minutes  
April 17, 2025, 2:00 pm Cody Library**

**Call to Order** Meeting called to order: 2:00 pm. by Chair Jolene Reekers.

**Roll Call**

- Library board members present: Chair Reekers, Trustee Kearnes (on MS Teams), Trustee Jackson, Trustee Warner and Trustee Fees (on MS Teams).
- Board of County Commissioners Liaisons present: Commissioner Overfield
- Personnel present: Karen Horner, Nicholle Gerharter, Lisa Heimer, Roseanne Spiering.
- Guests: none

**Public Comment – none**

**Approval of Agenda**

- Motion to approve the agenda and with the meeting minutes pulled out of the consent agenda: Trustee Warner
- Seconded by Trustee Jackson.
- Motion passed by a unanimous vote.

**Approval of March 27, 2025 regular meeting minutes**

- Motion to approve with the change “Trustee Fees present” (via MS Teams) was made by Trustee Warner. Motion was seconded by Trustee Jackson. Motion carried.

**Consent Agenda**

- Motion to approve consent agenda: Trustee Warner
- Board discussed requesting the Funds Availability Disclosure from First Bank of Wyoming (FBW) as mentioned on the current bank statements.
- Seconded by: Trustee Fees
- Motion passed by a unanimous vote.

**Financial Business**

- Information was given on the current CD at FBW to be cashed out on 4/29/2025.
- The Dark Horse employee approved for electronic banking, bill pay and ACH payroll and will be changed with Kasie Brenner removed and Michelle Hernandez added effective immediately.
- Information given on timeline to change signatories in July with new officer elections.
- Motion to approve adding Trustee Tamra Jackson to the signature cards for all FBW accounts before Trustee Warner ends his term. Motion seconded by Trustee Kearnes. Motion passed by a unanimous vote.
- Motion to approve all financial business and reports: Trustee Jackson
- Seconded by: Trustee Kearnes
- Motion passed by a unanimous vote.

## Library Director's Report

Director Karen Horner reported on the many library programming events happening throughout the county. Most of them are included in her written report to the board. Karen also described starting a new Lego borrowing program suggested by a young patron, and the upcoming Home and Garden Show event in Powell.

## Staff Update

Trista Shier and Sam Hartwig reported on adult programming and daily highlights of working at the circulation desk in Cody. In addition to running the check-out desk, they schedule all the study and meeting room reservations and the volunteer tax prep reservations. They also run a number of book displays and book clubs.

## Foundation Update

"The Night at the Library" event was the biggest attendance so far. PCLF met today to recap the fundraiser.

## Old Business

- **Powell Library Project Update** – The board viewed pictures of the Powell Library construction project. Roseanne Spiering discussed the locally-made custom circulation desk. The project is on schedule.
- **Employee Handbook** - The board ran a final review of the PCLS Employee Handbook. Minor editing was completed. Motion to approve the draft and send to the county attorney was made by Trustee Warner. Motion seconded by Trustee Kearnes. Motion passed by a unanimous vote.

## New Business

- **Set Schedule for Standing Agenda Policy Review.** Trustee Warner proposed chapter reviews of the PCLS Policy Manual in August 2025-May 2026 followed by chapter reviews of the Employee Handbook in August 2026 -May 2027. The board and library director agreed by consensus.

**Next Regular Board Meeting:** Thursday, May 22 2025, 2:00 p.m. in the Powell Library. The June meeting will be held in Meeteetse.

A motion to adjourn: Trustee Jackson. Motion seconded Trustee Kearnes. The motion carried.

**Meeting Adjourned at 3:13 pm.**

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Jolene Reekers

*Board Chair*

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Karen Horner

*Library Director*

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Lisa Heimer

*Recording Secretary*