

CROOK COUNTY  
LIBRARY BOARD MEETING  
October 10, 2013  
Hulett, WY

The Crook County Library Board met on Thursday, October 10th, 2013 at the branch library in Hulett. Board members present were Hannah Ista, Maylee Baron-Kanode, JoAnn Bohmont, Tami Baron and Marge Myers. Librarians present were Jill Mackey, County Librarian; Pam Jespersen, Moorcroft Branch Librarian and Michael Zimmerschied, Hulett Branch Librarian.

The meeting was called to order at 1:09 p.m. by Hannah Ista, Chairman, and began with the Pledge of Allegiance. Changes to the agenda consisted of striking (D) under "Old Business – New Picture of Board". The motion was made to accept the agenda as corrected by Tami and seconded by JoAnn; motion carried and approved.

There were no introductions. Jill had no correspondence to present.

The September 5, 2013 minutes were reviewed. A motion to approve the minutes was made by Maylee and seconded by Tami; motion carried and approved.

There were questions regarding six (6) bills listed on the checklist. After having Jill explain each of the bills in question, JoAnn made the motion to approve the checklist as presented; seconded by Maylee; motion carried and approved. Checks were signed.

The treasurer's report was reviewed. A motion was made by JoAnn and seconded by Maylee to accept the treasurer's report; motion carried and approved.

**Librarian Reports:**

**Moorcroft Branch Library Report by Pam Jespersen**

- Dutch oven cooking class had 12 in attendance and they made spaghetti, bread, stuffed mushrooms and apple pie. Bill Rossiter's program had 6 in attendance.
- Tony Barton installed the outdoor poster frame on the library front door. They can place announcements on it now.
- Book Club is reading "The Shack" by Wm. Young. They will meet Oct. 24<sup>th</sup>.
- Tanya's after school program is growing.
- Nancy's story hour has grown to about 20/week.
- They have extra t-shirts to be purchased. They will use them in the November Silent Auction for the Friends Group. Busy Bobbin Quilt Guild is helping with the project again this year.
- New phones have been ordered and have the intercom and answering machine capabilities.

**Hulett Branch Library Report by Michael Zimmerschied:**

- Computer usage continues to be high.
- CPR training was held on September 9th.
- Friends of the Library met on the 10th.

- The South Dakota Festival of Books was amazing! Had a wonderful time and got a lot of free books for the library. Craig Johnson was especially great to listen too.
- Book club is currently reading “Monkeewrench” by P.J. Tracy. Book discussion is on the 15<sup>th</sup>. The next book will be “Kindness Goes Unpunished” by Craig Johnson.

### **Sundance Report by Jill Mackey:**

- Collins Communication installed wireless in the library. CCL paid the installation fee and the monthly fee will be waived. Public wireless has been activated. Still working on improving the connectivity for the desktop computers.
- Friend’s of the Library have resumed meetings. The annual book sale is set for October 21<sup>st</sup> and 22<sup>nd</sup>. The staff is sorting their books in preparation for the sale. Unsold books will be donated to state institutions and Better World Books. The librarians thanked the Friends with cake and punch.
- Bill Rossiter presented a humanities program on Civil War era songs. It was excellent and well attended.
- Discussion group is reading “Night” by Elie Wiesel and experimenting with an online seminar to accompany their reading.
- The Genealogy Group resumed and will meet the 4<sup>th</sup> Monday of each month.
- A Facebook class was presented but no one attended.
- Story time topics this month were Firefighters, Fall leaves, and Dragons & Knights.
- Special October activities include Teen Reader Week, Natl. Friends of the Library, WY Snapshot Day and Halloween with a special story time event.
- Weekly staff meetings are now being held on Wednesdays during lunch. This week’s discussion was the book sale, the policy on placing holds in the online library catalog, WY Snapshot Day and an inventory of the map collection. Bonnie and Kim reported on the book repair workshop they attended at the library conference.

### **Director’s Report by Jill Mackey:**

- Six (6) staff members attended the So. Dakota Book Festival in Deadwood September 21<sup>st</sup>.
- Staff members attended the First Aid/CPR training and the WY Library Assoc. Annual Conference in Cheyenne, WY. Bonnie Stahla attended the Mtn. Plains Library Assoc. Annual Conference in Sioux Falls, SD.
- Staff training will be conducted on the county website, maps and how to use them.
- Flu shots are available to all staff members who want them.
- Library Foundation – the fundraising calendars have arrived and will be available for \$20 each.
- The Jerry Barlow concert had about 80 people in attendance.
- Craig Johnson will be featured at a fundraising dinner on January 4, 2014. Tickets will be on sale for \$50 each.
- The County Commissioners approved paying up to \$2200 for replacement equipment at the Moorcroft Library.

- Discussion with Tim Lyons regarding the county website. The library can post more information such as the bylaws, policies, agendas, minutes. Tim would like contact information for each board member.
- The libraries were closed October 4<sup>th</sup> due to the blizzard. The libraries will be closed on Monday, October 14<sup>th</sup> in observance of Columbus Day.

### **Foundation Liaison Report:**

- JoAnn was unable to attend their last meeting.
- There was no quorum at the Foundation Library meeting.

### **Board Members:**

- Two (2) tickets to the Craig Johnson Program scheduled for January 4, 2014 were auctioned off at the Ranch A Auction. A portion of that money will go to the Library Foundation. Tami Baron will sell and collect the monies for the Craig Johnson ticket sells. There are only 88 tickets available.
- Hannah Ista talked about a “Mud Raiser” fund raiser. A site for the trucks to race in will need to be found. Each truck would pay a \$40 entry fee. The library foundation would receive 50% of the entry fees. The majority of the fund raising is in food and alcohol. Discussion was held regarding the idea of alcohol at a library function. It was decided that perhaps another group could sell the alcohol. This information needs to be shared with the Library Foundation.

### **Old Business/Unfinished Business:**

- a. Discuss staff lunch/trainings – The next staff training day is November 18<sup>th</sup> with lunch to be served at 12:30 p.m. in Hulett by the Crook County Library Board Members. Each board member volunteered to bring something for the luncheon.
- b. The Black Hills Library Association will hold their annual training workshop for Librarians and Trustees November 12<sup>th</sup> from 4:00 to 7:00 p.m., is free and includes a supper.
- c. Discuss Policies: The board will have another workshop on November 7<sup>th</sup> at 9:30 a.m. at the Moorcroft Branch Library in order to continue working on the Crook County Library Policies. There is a possibility that a workshop will also be held on November 18<sup>th</sup> from noon to 4 p.m. after the staff luncheon.
- d. Discuss Strategic Planning. Tami has learned that Bill Taylor from Newcastle, WY, who does Conflict Management, also does Strategic Planning. He will work with Tami and do the Library Strategic Planning free of charge. The only cost to the library will be the cost of making copies of the plan. Bill Taylor also does Board Trainings.

### **New Business:**

- a. Discussion was held on the replacement of the damaged equipment at the Moorcroft Branch Library. Tami and Jill approached the County Commissioners regarding their assistance in the replacement costs. The County Commissioners will provide \$2200 for the cost of replacing the phones, a computer and a copier. Top Office Supplies in Sheridan provided an estimate for a copier that will meet the needs of the

Moorcroft Library at \$1650. The telephone replacement was approximately \$100 which leaves a sufficient amount for replacing the computer. There was some discussion regarding the idea of purchasing two laptops or a desk computer. The County funding needs to be spent by November 25, 2013.

**Executive Session:**

The board entered into executive session with Jill Mackey, County Library Director, for the purpose of discussing personnel matters at 2:46 p.m.

Executive session ended at 4:08 p.m. to resume the board's regular meeting.

**Regular Meeting Back in Session:**

The board requested that Jill visit each branch library at least once during the next few weeks and to give a report regarding her library visits at the November 7<sup>th</sup> board meeting. Jill is to continue her visitations with them – spending one day at each of the branches.

In addition, the board would like Jill to have a discussion with the employee's when she is visiting each of the libraries regarding job targets and help the employee's get started on their job targets for the year.

Discussion was held regarding the closure of the libraries on snow days. WYDOT puts out notices for "no unnecessary road travel" and contacts the School Superintendent. The Sundance Library closes if the County Court House closes. Tami made the motion that if WYDOT says "no unnecessary road travel" and/or the school closes for bad weather then the library closes in that same area. And if the school has a late start then the library affected will also have a late start in each of the towns. Motion seconded by JoAnn; carried.

**Adjournment:** Motion to adjourn made by Tami, seconded by Marge, motion carried. Meeting adjourned at 4:30 p.m. by Chairman Hannah Ista.

*Next board meeting will be November 7th at 1 p.m. in Moorcroft.*

Respectfully submitted,  
Marge Myers