

## CROOK COUNTY LIBRARY BOARD MEETING

December 5, 2013

Sundance, WY

The Crook County Library Board met on Thursday, December 5th, 2013 at the County Library in Sundance. Board members present were Hannah Ista, Maylee Baron-Kanode, Tami Baron, and Marge Myers. Jill Mackey, County Librarian, was also present. Jo Ann Bohmont had an excused absence.

The meeting was called to order at 1:05 p.m. by Hannah Ista, Chairman, and began with the Pledge of Allegiance. The motion was made to accept the agenda as presented by Tami and seconded by Maylee; motion carried and approved.

There were no introductions needed at this time and Jill had no correspondence to present.

The November 7th, 2013 minutes were reviewed. A motion to approve the minutes was made by Tami and seconded by Maylee; motion carried and approved. A copy of the minutes will be taken to the Sundance State Bank for the purpose of setting up the capabilities of an online review of the library bank account. Jill will take care of the matter.

There was some discussion on the amount of gas purchased and the mileage payments for the employees. Discussion was also held regarding the Hulett janitorial situation. The Hulett janitorial bill was not turned in for payment and therefore Michael, Hulett Branch Librarian, will have to take the payment out of their petty cash. Marge 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. Jill is hoping to get a check from the county in the near future. A motion was made by Marge and seconded by Maylee to accept the treasurer's report; motion carried and approved.

### **Librarian Reports:**

#### **Hulett Branch Library Report given by Jill Mackey:**

- Echo was on vacation from November 4-8, 2013.
- Echo's fingerprints cleared so she is now reading at the school library.
- Story time is still on Thursdays at 10:30 a.m. They didn't have many kids during the month of November.
- They had the staff meeting in Hulett on November 18<sup>th</sup>.
- Friends of the Library met on November 4<sup>th</sup>.
- Book discussion was on November 12<sup>th</sup> and they are reading "Happiness Goes Unpunished" by Craig Johnson.
- Beer, Brats and Books took place November 14<sup>th</sup> at the golf course.
- Arts and Crafts fair was November 16<sup>th</sup>. They sold used books for a fundraiser.
- Michael, Hulett Branch Librarian, is going to need surgery on his shoulder.
- The Hulett branch Library has a lot of books that need to be entered into the system and Michael received a tutorial from OCLC to walk him through the process.

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

- The Christmas Open House will be on December 13<sup>th</sup> from 11 a.m. to 5 p.m., with the Friends of the Library providing punch and cookies. The Handbell Choir will perform at noon. The Christmas Light Parade is that evening and the library is planning on entering a float. The Festival of Trees, sponsored by the Library Foundation, is during the Chili Supper following the parade and the library is entering a “Fancy-Nancy” themed tree.
- Books are being boxed to send to Better World Books. They are also having some books delivered to the Buffalo Veterans Home in January.
- The Friends of the Library put up the Christmas decorations. Along with providing cookies for the Christmas Open House they will be providing them as well as for Violet’s retirement party on December 31st.
- The Lunch Bunch is reading “North River” by Pete Hamill for January. They will not be meeting in December.
- The Feeder Readers Book Discussion group is reading “Brave New World” by Aldous Huxley for January.
- The Genealogy group researched sources for military records in November. Cliff Cook has been invited to attend the January group to talk about military insignia/patches and to help identify them on any uniforms people bring with them.
- Story time topics for December will be Bears, Merry Christmas and Bedtime Math. There won’t be any story time on December 27<sup>th</sup>, 2013 or January 3, 2014.
- Displays for this month are “Snow People” by Lynne Riley and “Nativities” by Becky Easley.
- Jill and Bonnie attended the Jan Brett program/book signing in Rapid City.

### **Moorcroft Branch Library Report by Jill Mackey**

- A thank you was given to the board for the lunch on November 18<sup>th</sup> and for the employees having the opportunity to speak to the board.
- The copier that was donated by the mine to the Moorcroft library turned out to be a laser color printer. They are not sure it will be financially feasible to use when considering the cost of the ink cartridges.
- Nancy will not be doing book club until January 16, 2014. They are taking a break during the busy holiday season. The book club will read “Steamboat” by Craig Johnson.
- They are doing a Silent auction. The Busy Bobbin Quilt Guild has donated articles for them to auction. Anyone else wishing to donate towards this fundraiser may do so. The money will go to the Moorcroft Friends and will be used for the library programs.
- The library ended up ordering a scanner for Tanya’s use. One was found for \$100 and then they ordered a new TV for \$249. The film strip projector needed a new light bulb which cost around \$100.
- The library got their fax machine but they are not sure it is working properly at this time.

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

- The libraries will be closed at noon on Christmas Eve Day and then on Christmas Day and New Years Day.
- Library Foundation – the fundraising calendars are still available for \$20 each. The foundation is going to drop the price to \$15 each as of December 15, 2013.
- The tickets for the fundraiser featuring Craig Johnson on January 4, 2014 are sold out.
- The Beer, Brats and Books sponsored by the Library Foundation was held on November 14<sup>th</sup> at the Devils Tower Golf Club in Hulett. It is a means of allowing people to

meet the foundation board and learn how the foundation works. More events will be held at various times of the year throughout the county.

- \* The 2014 Legislative Reception will be held February 20, 2014 in Cheyenne.

- There was no department head meeting in November.

- Jill presented the library report to the County Commissioners. Invoices for the Moorcroft copier and computer were sent to the commissioners for payment. The Commissioners approved the 2014 holidays.

**Foundation Liaison Report:** Since JoAnn was absent, the Foundation report was part of Jill's Director's report.

**Board Members:** Tami noted that 3 individuals have not picked up their tickets as of yet and there are 4 individuals on the waiting list for tickets for the Craig Johnson fundraiser. Tami will finalize the plans for the fundraiser on December 19<sup>th</sup>. Due to the limited space at the fundraiser, any individuals, who do not have tickets to the event; will not be allowed to participate in the book signing.

Hannah provided information to the board regarding the idea of a Mud Race in Hulett in 2014 as a fundraiser. Hannah will attend a Foundation Board meeting with this information.

**Old Business/Unfinished Business:**

The board is still working on the library policies. After some discussion, Hannah, as Board Chairman, appointed Tami, Maylee and Marge to continue working on the policies and present their final work to the board sometime in early 2014.

**New Business:**

The Wyoming Retirement System is now being done online and requires an authorized administrator to input the information for the library employees. Hannah, as Board Chairman, appointed Jill Mackey, County Librarian, to be the authorized administrator.

**Executive Session:**

The board entered into executive session at 2:07 p.m. for the purpose of discussing personnel matters.

Executive session ended at 5:15 p.m. to resume the board's regular meeting.

**Regular Meeting Back in Session:**

Having left executive session, the board entered back into regular session.

**Adjournment:** The regular board meeting adjourned at 5:22 p.m.

**The board is scheduled to meet from 10:30 a.m. to 2 p.m. on January 3 in Hulett to work on Strategic Planning with Bill Taylor of Newcastle. There will be a short business meeting at 2 p.m. to review the checklist, sign checks, and deal with any immediate issues. There will not be a regular board meeting on January 9<sup>th</sup>.**

Respectfully submitted by Marge Myers, Secretary