

## CROOK COUNTY LIBRARY BOARD MEETING

April 3, 2014

Hulett, WY

The Crook County Library Board met on Thursday, April 3, 2014 at the Branch Library in Hulett. Board members present were Hannah Ista, JoAnn Bohmont, Tami Baron, and Marge Myers. Jill Mackey, County Librarian; Pam Jespersen, Moorcroft Branch Librarian; and Nancy Bowles, Hulett Branch Librarian were also present. Maylee Baron-Kanode had an excused absence as she on a school trip with her daughter.

The meeting was called to order at 1:27 p.m. by Hannah Ista, Chairman, and began with the Pledge of Allegiance. The motion was made to add 1) plants at the Hulett Library and 2) vouchers to the agenda under New Business by Tami; seconded by JoAnn; motion carried and approved.

Jill introduced Nancy Bowles as the newly hired Branch Librarian in Hulett.

There were two thank you notes from Violet Smith read at this time.

The March 6, 2014 minutes were reviewed. It was brought to the board members attention that Merle Clark suggested the selling and purchasing of the Library Foundation stocks and the Foundation members voted to approve his doing it. It was also pointed out that Donna Willey's name had been misspelled under the Hulett Director's report. JoAnn moved to accept the minutes as corrected, seconded by Tami; motion carried and approved.

Tami advised the board members she had reviewed the bills and saw nothing out of the ordinary. Pam advised the board the bills for Diehl's, the snow removal nor were the Town of Moorcroft included as she didn't have them at the time. Discussion was held on how to handle possible late fees but Pam stated these particular businesses have not charged late fees in the past. JoAnn made the motion to approve the checklist as presented; seconded by Marge; motion carried and approved. Checks were signed.

The treasurer's report was reviewed. It was noted that 66% has been expended of the libraries county budget. Total operating funds stands at \$234,831.82 at this time. A motion was made by Marge and seconded by JoAnn to accept the treasurer's report; motion carried and approved.

### **Library Reports**

#### **Moorcroft**

- Cindy Mostellar has been coming in and helping while Nancy is out and Tanya has been busy with lots of kids. She had 28 at story hour, 3 at baby story hour and 34 kids in the afternoon on one Wednesday. There has been an average increase which makes finding room harder but they are working on figuring it out.
- Nancy has started chemo again and has been trying to work off and on. Cindy and Janey are working on things to help Nancy out. The general consensus of the board was Nancy needed to get her rest and not feel that she needed to work and wear herself down.
- The library has door prizes for a drawing during National Library Week. Nancy has plans she hopes to implement.

- The library won't be closed the whole week for cleaning. Instead, Tanya will close two Thursday's and two Friday's in order to do inventory. She didn't want to be closed on Wednesday's because of Story Hour and after school programs.
- Some of the kids didn't want to do crafts so Tanya revamped her program to include cooking, show and tell, Bingo and a movie. This month the library is having baby miniature farm animals. Tanya is still doing a small craft at story hour where they are learning to use scissors.
- There will be an 80's teen night on April 15<sup>th</sup>.
- There will be an Easter Egg Hunt for all ages on Wednesday, April 16<sup>th</sup> and an egg hunt for the older kids on Thursday, April 17<sup>th</sup> when there is no school.
- They are having a book sale on a cart that is doing very well.

### **Hulett**

- The Friends of the Library met on March 3<sup>rd</sup>.
- The book discussion group met March 10th to discuss Mrs. Lincoln's Dressmaker. Their next book is "The Pumpkin Eater" scheduled for April 14<sup>th</sup>.
- Frieda came back to work on March 10th.
- Nancy started working on March 13<sup>th</sup>.
- On March 18<sup>th</sup>, they received two new computers and Nancy extended her thanks to the board.
- The employees have been sorting through donated books and deleting old magazines.
- The Friends of the Library had Bingo on March 30<sup>th</sup>.
- The library will be closed from April 7th-11th for cleaning.
- On April 17<sup>th</sup>, Rocky Courchaine will present "Murder and Mayhem in Crook County".

### **Sundance report:**

- Randy Gill is ready to update the light fixtures at the library.
- The Friends of the Library will be hosting a luncheon on Friday, April 18<sup>th</sup>, which is open to the public. This is during National Library Week.
- There was an All-Girls Sleepover held on February 28<sup>th</sup> and a Fancy Nancy Tea Party on March 7<sup>th</sup>. They are planning on doing a "Build It at Your Library" on April 14<sup>th</sup>. The 3<sup>rd</sup> through 6<sup>th</sup> grade boys will be doing Marble Maze and Arcade Building.
- The library will be hosting an Easter Egg Hunt on Wednesday, April 16<sup>th</sup>.
- The Wyoming Humanities program will be the evening of April 18<sup>th</sup> entitled "Wyoming the Railroad State" by Ned Nickerson.
- Rick Mills of Hill City, SD will be presenting a program on trains in June 2014.

### **Director's report:**

- The two new employees have started work. Allison Bush-Forsberg is at the Sundance County Library and Nancy Bowles at the Hulett Branch Library.
- The Sundance County Library will be closed for spring cleaning during the week of April 7<sup>th</sup>-11<sup>th</sup>.
- Jill forwarded the information to the board members regarding the increase in insurance premiums for the dental insurance. The health and vision insurance premiums will remain the same.

- The Foundation is planning on having a Chuck Wagon/Trail Rides fund raiser at the Hadley Ranch on July 19<sup>th</sup>.
- Sharon Materi approached the County Commissioners regarding the idea of acquiring access across the Moorcroft Branch Library property for parking purposes.
- Jill is working on the cemetery walks for this summer. She is planning on doing one at the Sundance, Alva, and Miller Creek cemeteries.
- Kim and Nancy will be attending a Notary Workshop during the week of April 7-11.
- Jill hopes to begin working with the EDGE program in May and the Computer Survey Program during National Library Week (April 14<sup>th</sup>-18<sup>th</sup>).

### **Foundation Liaison**

The Foundation is planning on having a Chuck Wagon/Trail Rides fund raiser at the Hadley Ranch on July 19<sup>th</sup>. Susan Hadley is doing a good job of getting this planned. Their goal is to raise \$10,000. The slogan is "Sustainable Trails of Crook County". There will be booths or tents for artists, crafters and games along with cowboy poetry and fiddler contests.

They are also planning on having a Young Authors Contest in memory of Mary Hadley. The Foundation Board Members are presently working with the librarians in order to acquire the stories from the youth by May. Each library will run their own contest and prizes will be provided for the winners.

There is also a contest to see if anyone can find out the first name and history of Mr. Houston who is buried up by Houston Creek on the Hadley Ranch. "Wanted Posters" will be put up to advertise the contest. The Hadley's plan to place a stone at this burial site.

### **Board Members**

Discussion was held on Sharon Materi, Security Insurance in the Heritage Bank building, hoping to obtain a 10' easement through the back of the Moorcroft Library parking lot. There is concern about the drainage in the area she is looking at plus it is where the children enter into the children's area of the library. It was established that Sharon needs to contact the library board as well as the County Commissioners and Randy Gill regarding this issue.

### **Old Business**

Jill received the janitorial contract reflecting the last half of the 2013-2014 fiscal year from Lupita Brooks. She is requesting \$15/hr. through June 30, 2014. Tami made the motion to accept the contract from Lupita Brooks as submitted and approve it being signed and notarized; seconded by Marge; motion carried.

Jill received two (2) letters from independent janitors for fiscal year 2014-2015. They were Roger Wolfskill, of Sundance, who is requesting an increase from \$18.50/hr. to \$20.00/hr. and Dee Williamson, of Moorcroft, who is requesting an increase from \$15.00/hr. to \$16.00/hr.

After some discussion, Tami moved to put the janitorial and snow removal services out for bids on the first Monday of February of each year and all bids would be due to the county librarian by the last Monday in February of each year, seconded by Marge; motion carried. This will begin with FY2015-2016.

Tami related she had spoken with Paul Stille, of Leo Riley and Co. who does the audits for the county offices, regarding the correct means of working with petty cash at the three libraries. Discussion was held about adding a line item in the budget and have break-outs for each libraries expenditures. There also needs to be anticipated revenues for petty

cash added to the budget. Jill will also need to obtain a financial goal for the Library Foundation.

Discussion was held regarding the budget although the board plans to meet on April 24<sup>th</sup> to work on the budget. Jill has done some work with salaries and will send that information out to the board members to review. Other items to consider in the budget are: replacing the Moorcroft reading room chairs; placing changing tables in bathrooms at all three (3) libraries; a small apartment type refrigerator for the Hulett Library; air conditioning at the Hulett Library, seating for the teens in the Hulett Library (bean bag chairs); a mirror for the Hulett Library; and time clocks. The Hulett Greater Community Bldg. Board needs to be approached about outlets, the changing tables, a surveillance camera, and window coverings in the Hulett Library.

Lupita Brooks, Frieda Dent, and Echo Bohl met with the board to discuss the numerous plants that are at the Hulett Library. The board had discussed this matter at their February 2014 meeting and the need to decrease the number of plants kept in the library. The employees related the school wants to utilize some of these for prom décor. Tami expressed the need to be mindful of safety and not obstruct doorways. It was decided that after prom, Frieda needs to announce on the radio that anyone owning the plants needs to come and get them. The employees may retain a few in the library. Individuals that take the plants (other than the original owners) may be encouraged to give a donation.

The board members reviewed the board calendar. Board members need to give thought to a replacement for JoAnn. The individual should be from the Hulett or Moorcroft area.

### **New Business:**

Discussion continued regarding petty cash and how it should be handled in the future. Paul Stille had indicated to Tami that petty cash should only be used for inter-library loan postage and postage for the month. All money coming in must be receipted and records kept for any money going out. Postage money coming in or out may be run through account line item #301. Jill will need to purchase receipt books with each library's name on it. Bank accounts may need to be opened in each town for daily deposits. The board established an amount each library may keep on site. Amounts suggested for each site are as follows: Hulett - \$50; Moorcroft - \$75-100; and Sundance \$200. Tami developed a voucher with the help of Connie Tschetter and Mary Kuhl that can be used for expending any petty cash. It was noted the voucher needs to have legal uniform language on it.

### **Executive Session:**

Tami moved the board enter into executive session at 4:22 p.m. for the purpose of discussing personnel matters, seconded by Marge.

Executive session ended at 4:55 p.m. to resume the board's regular meeting.

### **Regular Meeting Back in Session:**

Next meeting will be April 24<sup>th</sup>, 2014 from 9 to 4 in Moorcroft when the board will work on the budget, evaluations and policies. The regular board meeting for May will be May 8<sup>th</sup>, 2014 at 1 p.m. in Moorcroft.

**Adjournment:** There being no further business at this time Tami made the motion to adjourn the regular board meeting, seconded by Marge; motion carried. Adjourned at 4:55 p.m.

Respectfully submitted by Marge Myers, Secretary