

CROOK COUNTY LIBRARY BOARD MEETING

April 24, 2014

Moorcroft, WY

The Crook County Library Board met on Thursday, April 24, 2014 at the Branch Library in Moorcroft. Board members present were Hannah Ista, JoAnn Bohmont, Maylee Baron-Kanode, Tami Baron, and Marge Myers. Jill Mackey, County Librarian; Pam Jespersen, Moorcroft Branch Librarian; and Nancy Bowles, Hulett Branch Librarian were also present.

The meeting was called to order at 9:16 a.m. by Hannah Ista, Chairman, and began with the Pledge of Allegiance. Tami made the motion to approve the agenda as presented; seconded by Maylee; motion carried and approved.

Tami made the motion to enter into executive session for personnel reasons at 9:17 a.m. with only board members present, seconded by Maylee; motion carried. Jill Mackey, County Librarian, entered later in the session.

Executive session concluded at 11:45 a.m. at which time the board members entered back into their regular meeting.

The board members were given an update on the plants at the Hulett Branch Library by Nancy Bowles. There are only 8 plants remaining at this time. Several of the individuals who donated the plants picked them up. Individuals from the Assembly of God church washed the windows at the library and took one of the larger floor plants for their church. A thank you note was signed by the board and sent to the Assembly of God church for volunteering their services.

Pam Jespersen voiced her concerns regarding the library website. She has had individuals comment on there not being information on the present website regarding up and coming events. Pam is aware of an individual who can develop websites and maintain them. The board asked Pam to find out more information as to the cost of utilizing this individual for a new library website.

Discussion was held on the library survey that is underway as part of the strategic planning the board is doing. Jill reported a few of the Sundance Friends of the Library met on April 21st to fold surveys that will be included in the Sundance Bank statements. Another volunteer has taken the remainder home to fold & will have them returned on April 28. The telephone survey idea was not well accepted by the Friends of the Library when it was presented to them at their luncheon on April 18th. Marge will get in touch with a few of the ladies and see if she can get some assistance.

Tami presented the voucher that was developed and revised for the library employee's use. Maylee made the motion that the voucher be put in place and used by the employee's, seconded by Marge; motion carried.

Jill presented the FY 2014-2015 library budget to the board that she will be presenting to the County Commissioners in the near future. The salaries for all the Crook County Library employees were discussed. The board members hope to bring the salaries into range with those of other library employees working within Wyoming and are of comparable size to the Crook County Library system.

Other items of discussion in the budget review were janitorial contracts.

- Tami made the motion to leave Roger Wolfskill at \$18.50/hour, seconded by JoAnn; motion carried.
- Tami made the motion to increase Dee Williamson to \$15.50/hour, seconded by JoAnn; the motion carried.

Discussion was held on the library policies. Joe Baron, County Attorney, has reviewed the suggested changes and additions as presented to him. It was suggested two (2) individuals of the policy committee should meet with Joe to discuss them. JoAnn made the motion for Tami and Marge to meet with Joe in the near future regarding the policies; seconded by Maylee. Tami abstained. Motion carried.

Tami discussed her concerns regarding the library employee's vacation time and when it should be taken. The county policies reflect vacations should be taken between January and December of each year which was set-up with consideration given to when county offices are the busiest. Tami pointed out the county library system is busy all year long. Tami wondered about going back to the previous way of having the employee's take vacation which was based on their hiring date. It was suggested the issue be addressed with Joe Baron, County Attorney.

Discussion was also held regarding employee files. There should be one file for each employee containing their general information, i.e., job application, certificates from trainings, letters of commendation or disciplinary actions. A second file should be kept separate for each employee which would contain their payroll information.

Jill advised the board the library had received a letter from the Wyoming Work Force Office indicating Michael Zimmerschied had filed for unemployment. Jill will work with Joe Baron, County Attorney, in submitting the necessary paperwork in response to the letter.

Jill was advised of two (2) leadership trainings coming up June 5th and 6th in Gillette, WY which the board would like for her to attend. The one on June 5th is \$150. The leadership seminar on June 6th is more expensive. Jill was asked to apply for a grant through the seminar for funding to assist with the expenses.

The next regular board meeting will be May 8th, 2014 at 1 p.m. in Moorcroft.

Adjournment: There being no further business at this time JoAnn made the motion to adjourn the board meeting, seconded by Tami; motion carried. Adjourned at 3:52 p.m.

Respectfully submitted by Marge Myers, Secretary