

CROOK COUNTY LIBRARY BOARD MEETING

May 8, 2014
Moorcroft, WY

The Crook County Library Board met on Thursday, May 8, 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 1:08 p.m. by Hannah Ista, Chairman, and began with the Pledge of Allegiance. Marge made the motion to approve the agenda with the following additions added to Old Business: 1) surveys; 2) Moorcroft copier; and 3) a library website; seconded by Tami; motion carried and approved.

There were no introductions needed at this time nor was there any correspondence.

The minutes of the April 3rd, 2014 and the April 24th, 2014 meetings were reviewed. Tami moved to accept the minutes of both meetings, as presented, seconded by JoAnn; motion carried.

The checklist of expenditures from April 30 through May 8, 2014 were reviewed. Tami addressed the following: the payroll needs the time cards attached; the Hulett library rent voucher needs a monthly bill attached; the Top Office bill needs a new form; the mileage reimbursement forms need a new form attached; and petty cash forms require attachments. Maylee moved to accept the checklist, seconded by JoAnn; motion carried.

The treasurer's report was reviewed. It was noted that 73.53% of the funding has been expended of the libraries county budget. Total operating funds stands at \$229,100.50 at this time.

Library Reports

Moorcroft

- Tanya had surgery recently and will be on sick leave from 4-6 weeks.
- Tanya had a busy month in April and Pam helped on occasion as they had 20 or more kids for story hour.
- Tanya had a teen night of which 6 teens participated. The Coffee Cup Fuel Stop donated pizzas and Diehl's grocery store donated pop. The library provided the chips, etc. Two Easter Egg Hunts were held. One for story hour and baby story hour and one for the older kids. About 40 kids and parents came to see the baby animals. There were miniature horses, a burro, goats, sheep and the kids got to feed the animals treats. There is a movie day, show and tell, and crafts on Wednesday's after school.
- Cindy Mosteller has helped several times and is of great help. She loves to make posters, has mastered the CRICUT and has made several signs and her computer skills are wonderful.
- Janey is still working on her Experience Works and is applying for jobs as requested.

- Nancy had a drawing for Natl. Library weeks with 14 winners. She is planning on starting a book club up again.
- The employees cleaned the adult reading. They sorted and pitched lots of stuff. The whole room was dusted and straightened up.

Hulett Library

- The Library Board meeting was on April 3rd, 2014.
- The library as closed for cleaning from April 7-11, 2014. They got three-fourths of the library done.
- The Friends of the Library met on April 7th. They discussed having an open house for the 17th and a bake sale on May 9th.
- Nancy attended the Notary Law Seminar in Gillette on April 8th.
- The History Assoc. met at the library on April 11th.
- The book discussion group met on April 17th in the evening. They discussed “The Pumpkin Eater” and handed out “Spirit of Steamboat” for their next discussion.
- The Friends of the Library held an Open House on April 17th in honor of National Library Week and for a means of meeting the new librarian (Nancy Bowles). Rocky Courchaine also presented Murder and Mayhem in Crook County. Between the two events there were about 35 people who attended.
- Shirley Snook was the featured Cowboy Poet on April 23rd in honor of Cowboy Poetry Week. The library invited the 2nd and 3rd grade classes and had about 40 in attendance.
- The library hosted a Ladies Tea Party on May 1st. Everyone was to wear a hat and prizes were awarded to the 1st and 2nd winners of best hats. Tea and cookies were served on China. Twenty-eight ladies attended. The Kindergarten and 1st grade classes sang a couple of songs as the entertainment.
- The Friends of the Library met on May 5th. The bake sale plans were cancelled. The FOL were the judges for the Mary Hadley Young Authors Contest. They had 7 entries.

Sundance Library

- Randy Gill is updating the light fixtures at the library and it has brightened the room up.
- The Sundance Friends of the Library had their luncheon on April 18th. There were 55 in attendance. They are making 10 dozen cookies for the WY Reads program.
- The Children’s Section was busy this past month with National Library Week activities included visits by elementary classes, an arcade/marble maze building event for the younger boys and story time was centered on the Easter egg hunt and stories.
- A cowboy event for boys is planned for May 9th.
- Bonnie has planned Wyoming Reads at Devil’s Tower on May 13 with the 1st graders and a picture book will be given to them.
- Summer reading activities are being planned.
- Greg Nickerson presented a humanities program on “Wyoming Trains” on May 18th that was attended. Rick Mills, of Hill City, SD, will present a program on “Black Hills Trains” on May 30.
- A new group of teens are using the library and have caused some problems the employees are dealing with

- The employee's will be making calls this month for the Annual Quilt Display that will go up the end of June for approximately 6 weeks.
- Jill & Kim viewed a webinar on "Making Digital Connections with Patron." Kim has been looking into some of the things that was suggested on the webinar.
- Kim has been streamlining petty cash reports and working on a master list of book discussion kits the discussion groups held at libraries can review.

County Library

- The new employees are doing great in their new positions at the Sundance and Hulett libraries.
- The photo exhibit from the American Heritage Center has been moved from Moorcroft to Hulett.
- The county-wide staff meeting will be in Sundance on May 12th from 12 p.m. - 4 p.m. Tim Lyons from the Growth and Development office will do a presentation on the county website and the maps available through that site. This will be beneficial in assisting patrons at the library.
- Jill and Tami met with the County Commissioners on May 6 and gave the report on library activities. There was an increase in the retirement premiums but the county will continue to pay 100 % of the premium. Jill had been advised to check on the possible need to budget the deductible of the LGLP insurance (liability) but the Commissioners advised her that she didn't have to do that.
- The Library Foundation is continuing to work on the Chuck Wagon Cook-out in July. They have already received a pledge of \$10,000. The Mary Hadley Young Authors Contest had 17 participants (7 from Hulett, 7 from Sundance and 3 from Moorcroft). The foundation will select a county winner from each of the four age brackets and present them with a prize at the Chuck Wagon Cook-out. The foundation received \$250 for the endowment from the Hulett Friends of the Library.
- The Rapid City Workshop was cancelled and Jill was unable to attend the Health Fair.
- Jill will attend a leadership seminar on June 5 and the WYLD annual meeting in Casper in June.
- Jill and Kim had planned to participate in the EDGE survey but found it was more related to bigger libraries. They took benchmarks from the information on the website and will try to implement into a means of being beneficial to the Crook County libraries.

Foundation Liaison:

JoAnn had nothing to add to Jill's report other than she felt Susan Hadley was doing a good job in planning the Chuck Wagon Cook-out.

Board Members:

Tami related she had attended the County Commissioners meeting. Randy Gill will meet with the library board to discuss snow removal at the Sundance Library.

Old Business:

Jill presented a FY2015 budget summary to the board. Additions to the job analysis were provided by the board members. Maylee moved that the budget be approved as presented, seconded by JoAnn; motion carried. Tami signed the budget as Crook County Library Board Treasurer. The budget needed to be turned into the County Clerk's Office by 5 p.m. on May 8th.

A discussion was held regarding the possibility of having security cameras installed at the libraries. The Greater Hulett Community Center Board is having some installed around the community center. Jill will check to see if they will be including the library in their plan of installing security cameras and if not, will the library be responsible for obtaining their own server and monitor.

Jill noted she worked the new voucher system into the Excel program on her computer. This way the numbers entered into the system will automatically calculate. Jill shared the mileage reimbursement form, the general reimbursement form, the salary form and the travel form with the board.

Discussion was held on the library survey that is underway as part of the strategic planning the board is doing. The board is finding that people are busy and are not receptive to assisting with the telephone surveys. It was also felt that it is not a good time to approach the teachers by attending staff meetings at the schools. The board reiterated that there were surveys going out in the Sundance Bank statements, they are on the counters at all three (3) libraries and there is the link to a website that has the survey.

A discussion was held regarding how the petty cash should be handled at each of the libraries as well as the new vouchers that are to be used. Jill was asked to talk with Connie Tschetter, County Clerk, regarding how the county records petty cash.

Pam Jespersen had voiced her concerns regarding the library website at the April 24th meeting. She knew of an individual who creates websites and was asked by the board to find out more information as to the cost of utilizing this individual for a new library website. Pam advised the board the individual charges \$1,000 to set up a domain and was not given any costs continue overseeing the website once established. The matter was tabled and will need more research at this time.

New Business:

During the treasurer's report, Jill had reported the state had deposited their share of the Endowment Fund in the amount of \$31,291.71 into the libraries account. JoAnn made the motion to transfer this \$31,291.71 to the Foundation account, seconded by Maylee; motion carried.

Jill related she had visited with Top Office regarding the Moorcroft copier. The cost is \$720 per maintenance program contract and Top Office did not feel the copier was worth that amount of money at this time.

Tami made the motion to enter into executive session for personnel reasons at 3:20 p.m. with board members and Jill present, seconded by JoAnn; motion carried.

Executive session concluded at 3:38 p.m. at which time the board members entered back into their regular meeting.

It was noted that Kim Heaster has worked for the Crook County Library System for three (3) months and seems to be doing well in her position. Tami made the motion to increase Kim Heaster's wages by \$.25 per hour, seconded by JoAnn; motion carried.

The next regular board meeting will be **June 3, 2014 at 1:30 p.m. in Sundance**. The County Commissioners will officially appoint new board members at 10 a.m. that day. It was also noted the County Commissioners would hear Jill's monthly report at 1 p.m.

The final end of the fiscal year board meeting will be on **June 25, 2014 at 1:45 p.m.** in Sundance. It was noted that the County Commissioners would allow the board and Jill to defend the budget at 1:15 p.m. that same day.

Adjournment: There being no further business at this time Hannah adjourned the board meeting at 3:58 p.m.

Respectfully submitted by Marge Myers, Secretary
