

CROOK COUNTY LIBRARY BOARD MEETING

June 3, 2014
Sundance, WY

The Crook County Library Board met on Tuesday, June 3, 2014 at the Sundance Library. Board members present were Hannah Ista, Maylee Baron-Kanode, Tami Baron, and Marge Myers. Jill Mackey, County Librarian; Pam Jespersen, Moorcroft Branch Librarian; Nancy Bowles, Hulett Branch Librarian, and Randy Gill were also present. JoAnn Bohmont was excused from attending the meeting due to personal reasons.

The meeting was called to order at 1:31 p.m. by Hannah Ista, Chairman, and began with the Pledge of Allegiance. Maylee made the motion to approve the agenda with the following additions: Randy Gill would visit regarding updates to the parking lot, sidewalks and handicapped ramps and to add to Old Business a discussion regarding the security cameras at the Hulett Branch Library; seconded by Marge; motion carried and approved.

Randy Gill, foreman of the Facilities Maintenance Department for Crook County, was introduced at this time. Randy and the board discussed the need for more accessible handicap parking for library clients, updating the handicapped ramps into the Sundance library, and the need to address the ice buildup problems at the front door of the Sundance library in the winter. Further discussion included the possibility of making diagonal parking along the north side of the library on Main Street. The main reason for inviting Randy to the board meeting was to begin an open dialogue as to what the library board needs to do next.

There was no correspondence at this time.

A public meeting was held at this time to approve the transfer of the legislative matching funds to the library foundation. Tami made the motion to move the unanticipated revenue received from the state match to the library foundation account for the endowment fund, seconded by Maylee; motion carried.

The minutes of the May 8th, 2014 meeting were reviewed. Tami moved to accept the minutes as presented, seconded by Maylee; motion carried.

The checklist of expenditures for June 3rd, 2014 were reviewed. Tami addressed the following: 1) discussion held on reimbursing the library employees sales tax on purchases made by them for the library; 2) employee's need to review all receipts for purchases with the library Visa card to assure sales tax is not charged (i.e. food receipts); 3) Rick Mills mileage claim needs to be on a reimbursement form with a voucher; and 4) Lupita Brooks needs to itemize her vouchers by each day and the hours that she works. It was noted the Collins Communications bill had not arrived but it is typically the same each month. Marge made the motion to pay the bills and hold Rick Mills' check contingent on his submitting the proper paperwork and to get a clarification from County Attn. Joe Baron regarding paying the employee's sales tax for purchases made with their personal money; seconded by Maylee; motion carried. (***) Discussion was held on payroll and the fact Tami, as treasurer, should review the employee's pay requests prior to putting the payroll through the automatic deposit. If Tami has to be out of town, then Marge will do it. (***)County Attn. Joe Baron noted during the board meeting that the Library Board needs to reimburse the employee's for any sales tax paid with their personal monies.)

The treasurer's report was reviewed. It was noted that 81.58% of the funding has been expended of the libraries county budget. Total operating funds stands at \$179,108.83 at this time. No money was used out of the reserve account to pay bills.

Library Reports

Moorcroft

- Nancy is done with her chemo and is doing well. She is working fulltime.
- Tanya is not back to working fulltime as of yet. She has come in to do a few things.
- Cindy Mosteller is going to help with Story Hour during the month of June. They had 6-8 little ones for story hour and 3 or 4 for the baby story hour. After school during May, there wasn't much planned and they had a few kids that watched movies and ate popcorn. Since school got out for the summer they have had quite a few kids in. Tanya has big plans for the month of July. Kids are already beginning to sign up for the summer reading program.
- Janey will be taking vacation from June 19th through July 1st.
- Pam is hoping to take vacation June 21st through the 29th.
- Craig Johnson advised Pam that he wouldn't not be able to come to Moorcroft on the days they had set up for his visit. They are looking at other possible dates for him to come.

Hulett Library

- The Friends of the Library met on May 5th with seven (7) members present. They donated \$250 to the Library Foundation.
- The Library Foundation held their board meeting at the Hulett Branch Library on May 15th.
- On May 21st, the Kindergarten and First Grade classes had a field trip to the library. There were book searches, goodie bags and cookies for the kids. Discussion was held regarding the summer reading program.
- An after school party was held on May 22nd for the 3rd and 4th grade girls. There were eight (8) girls in attendance. They had a photo booth and played fun games with the girls.
- The reading group is just choosing an author of the week at random to read.

Sundance Library

- Randy Gill is still updating the light fixtures at the library and putting in the handicap door buttons providing easier access through the front doors which will be completed this month.
- The Sundance Friends of the Library will have a table detailing the history of the library at the chuckwagon fundraiser in July. They will not meet again until September.
- The Sundance summer reading program kicked off on June 2nd for kids, teens and adults. There were forty-three (43) kids registered the first day.
- Longmire Month is in July and the library employees are planning to do various activities including watching the first season of the Longmire television episodes, and possibly taking a field trip to the Ellsworth Air Base and going to the Air

Museum to see the plane “Steamboat” as depicted in Craig Johnson’s recent book “Spirit of Steamboat”.

- Craig Johnson will be in Sundance on August 1st for a program at the fairgrounds. Jill is also working on having a special recognition of the area veterans during Craig Johnson’s visit.
- Rick Mills, director of the SD State Railroad Museum in Hill City, SD, presented a program on Black Hills railroading on May 30 at the Sundance library.
- The annual quilt display will be June 30th through August 15th.
- The Mason’s group moved the old library cornerstone and petrified wood to the front of the library building for display
- More books have been sent to Better World Books.
- Kim will be doing eBook and book repair training for the Hulett Branch Library staff.

County Library

- Jill has been working on the 2015 fiscal budget, the library foundation and fundraising, the WYLD governing board details, and researching for this summer’s cemetery walks which the first one will be on June 27th at Mt. Moriah.
- The foundation’s chuckwagon fundraiser will be on July 19th with a chuckwagon feed, trail ride, cowboy poets and other events. A pledge of \$10,000 has been made for the event and letters to local area industries are being sent out by the foundation to see if they will match the pledge.
- Jill will be attending a leadership seminar in Gillette on Thursday, June 5th.
- The summer reading programs will be held in Sundance during the month of June and in Moorcroft and Hulett during the month of July.

Foundation Liaison:

JoAnn was not present to give a report but Jill had pretty well covered their meeting activities in her reports.

Board Members:

Tami related that she and Marge had met with County Attorney Joe Baron regarding the library policies. They reviewed the library public usage policies and Tami is working on making the corrections to what were presented to him. They are planning to meet again on June 11th with Joe to discuss the personnel policies. Tami will try to have the first draft available to the board for their meeting on June 25th.

Old Business:

The board received a letter a year ago allowing the library was mentioned in a will. The library received a bequest in 2009 from the Landers family in the amount of \$6,000 which was put in the endowment fund. In 2013, the board voted to give any amount received from this bequest to the Library Foundation Board for the endowment fund. Jill recently received a check in the amount of \$145,000 from the Lander’s family. County Attorney Joe Baron will review the information that came with this check and determine how it should best be handled as family members can still contest the will. The library board needs to determine if they should place it in a CD for two-years or give it to the Library Foundation Board to place in a CD for the two year period or another option is to go with the Wyoming

Community Investment Foundation. This money plus the pledge made for the chuckwagon fund raiser will fulfill the requirements of the endowment.

Jill advised the board she had spoken with County Clerk Connie Tschetter regarding petty cash and it being used for postage. Connie allowed that Jill could be utilizing the county metered postage machine for mailings. Jill will just have to give a check to the county two times per year for anticipated postage. Discussion was held regarding Jill bringing back mailings from the Hulett and Moorcroft branch libraries when she makes her weekly visits. Each branch library will maintain a change fund in the amount of \$50.00. Jill will bring back any overage of money received for book fines each week and deposit it in the library bank account. Tami made the motion to approve the usage of the county metered postage machine for library mailings; to change the budget to reflect that each branch library will maintain \$50 in a change fund and any library overages in the change funds due to library fines or donations will be deposited into the library checking account each week; and if the postage account gets to low then Jill may utilize the monies from the overages in the change funds for that purpose; seconded by Maylee; motion carried.

In further discussion of the proposed 2015 budget, Jill noted the endowment amount will be changed to reflect the money received from the Lander's bequest; the line item for petty cash was taken out of the operations budget; the line item for postage was added to the operations budget and the salary sheet reflects Kim's new salary amount. Maylee made the motion to approve the proposed budget with the revisions as discussed and the adding in of the Lander's bequest money contingent upon County Attorney Baron's findings; seconded by Marge; motion carried.

It was noted the libraries have collected some surveys for the Strategic Planning project. Tami will take them through Friday, June 13th and will work on compiling the information.

Pam Jespersen had voiced her concerns regarding the library website at the April 24th meeting and was asked to obtain information for the board. She visited with the individual who creates websites in Moorcroft and reported the individual would charge approximately \$834.00 per year to maintain the domain and he would do the website for the libraries free but would appreciate referrals. Each library would have their own password in order to update their calendars and event information. Tami suggested looking into Building Blocks who provides a manual on how to build a website and also provides tech support. Each library would have to have a yahoo account. Range Telephone also has a website. The matter was tabled until the June 25th meeting in hopes of getting more information.

A discussion was held in previous meetings regarding the idea of possibly having security cameras installed at the Hulett library. The Greater Hulett Community Center Board did not utilize the grant that Steve Couch referred to in a previous meeting. The fisheye camera that Steve purchased was approximately \$650 and didn't include audio. The monitor would be behind the librarian's desk and could be set to work all the time or just at night. After some discussion, the matter was tabled for more information until the July 3rd meeting in Hulett.

Executive Session:

Hannah made the motion to enter into executive session for personnel reasons at 4:13 p.m. with board members and Jill present, seconded by Tami; motion carried.

Executive session concluded at 4:23 p.m. at which time the board members entered back into their regular meeting.

New Business:

Allison Bush-Forsberg 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 Allison Bush-Forsberg's wages by \$.25 per hour as planned with her being hired, seconded by Maylee; motion carried.

Tami, then, made the motion that Jill change the budget and reflect the increase with Allison Bush-Forsberg's salary and that as treasurer she would re-sign the budget approval sheet; seconded by Maylee; motion carried.

The final end of the fiscal year board meeting will be on **June 25, 2014 at 1:45 p.m.** in Sundance.

The next regular board meeting will be **July 3, 2014 at 1:00 p.m. in Hulett.**

Adjournment: There being no further business at this time Tami made the motion to adjourn the board meeting; seconded by Maylee; motion carried.

Respectfully submitted by Marge Myers, Secretary
