

## CROOK COUNTY LIBRARY BOARD MEETING

July 2, 2014

Hulett, WY

The Crook County Library Board met on Wednesday, July 2, 2014 at the Hulett Branch Library. Board members present were Hannah Ista, Maylee Baron-Kanode, Tami Baron, and Marge Myers. Jill Mackey, County Librarian; Nancy Bowles, Hulett Branch Librarian, and Steve Couch of the Hulett Police Department were also present. Peggy Warner was excused from attending the meeting due to personal reasons.

The meeting was called to order at 1:54 p.m. by Maylee Baron-Kanode, Vice-Chairman, and began with the Pledge of Allegiance. Tami made the motion to approve the agenda with the following additions: Steve Couch would visit with the board regarding a security camera set-up for the Hulett Branch Library and to add to New Business 1) to set up board meetings and times for fiscal year 2014-2015 and 2) set up date for annual board training; seconded by Marge; motion carried and approved.

There was no correspondence at this time.

Steve Couch, Hulett Police Department, provided information to the board regarding the means of purchasing a security camera set-up for the Hulett Branch Library. Steve felt one camera should be sufficient for the library and should cost approximately \$700 for a computer designated to be utilized only with the camera plus the software. Steve volunteered that he could set the system up for the library. The matter was tabled until more research can be done.

The question as to whether each library had a weather radio was asked. Jill advised the board there was one in Sundance and Nancy showed the board the one for Hulett. Jill will check with Pam Jespersen, Moorcroft Branch Library, as to whether there is one there or not.

The minutes of the June 3<sup>rd</sup> and June 25<sup>th</sup>, 2014 meetings were reviewed. Tami moved to accept the minutes as presented, seconded by Maylee; motion carried.

The checklist of expenditures for July 2<sup>nd</sup>, 2014 were reviewed. Tami indicated she had reviewed all the bills and was comfortable in signing the checks. Marge moved to accept the checklist as presented and to pay the bills; seconded by Maylee; motion carried.

The treasurer's report was reviewed. It was noted that less than 1% of the funding had been expended of the libraries county budget. Total operating funds stands at \$244,628.56 at this time. No money was used out of the reserve account to pay bills.

### **Library Reports**

#### **Moorcroft**

There was no report available at this time as Pam was on vacation. However, Jill advised the board the Lego Guy had done a presentation there also. They had a lot of kids participate. They are still utilizing a substitute off and on and their summer reading program is underway.

## **Hulett Library**

- Nancy is now certified to notarize.
- The Girl State Delegates met at the Hulett Library on June 5<sup>th</sup>.
- The book discussion group met on June 9<sup>th</sup> and discussed the book “Cadillac Jack” by Larry McMurtry. The book “River of Heaven” by Lee Martin was handed out to the group.
- Toni Neiman is having a book discussion for K-8<sup>th</sup> grade once a month this summer at the Hulett Library. They met June 11<sup>th</sup>. Toni will provide the books and the group will have an online blog and chat about the books.
- The Lego Man was in Hulett on June 23<sup>rd</sup>. There were 48 kids and adults in attendance. The kids seemed to enjoy seeing his creations and then making their own.
- On June 24<sup>th</sup>, the winners of the Hadley Young Authors Contest were awarded their checks by Susan Hadley and Meryl Clark of the Library Foundation Board. Pictures were taken.
- Jill and Susan Hadley presented Doris Gotsch with a \$100 check for winning the Mr. Houston name contest. Mr. Houston’s name was George. Doris donated the check back to the library.
- The Hulett Library employees are still weeding out the non-fiction books.
- Lacey Bears has indicated she is interested in the janitorial position vacancy at the Hulett Library. Discussion was held on background checks and drug testing practices.

## **Sundance Library**

- Randy Gill completed updating the light fixtures in the Sundance Library. The front doors of the library have the handicapped-access buttons installed and the wiring has been completed. The doors need a new lock set-up in order for both doors to work properly. Randy also installed an electrical outlet in the front entryway. He is working on a heating leak and a water leak over the water heater.
- Tami and Jill met with Randy Gill and Kyle Gillette regarding the library parking and ramps. Kyle will draw up plans for diagonal parking on Main Street and the revamping of the ramps. Tami and Jill also met with the Sundance City Land Use Committee who were in favor of the diagonal parking project and then with the City Council who approved moving ahead with it.

- The summer reading programs for the kids and the adults ended July 3<sup>rd</sup>, 2014. They had a good response
- The Lego Guy came to the Sundance Library and they had 68+ kids attended the presentation.
- The staff has been busy sorting books. They have had a lot of donations of books including a major donation from the Collier family.

### **County Library**

- Jill has been working on the 2015 fiscal budget and the end of the fiscal year reports; the library foundation, the WYLD governing board items.
- Jill has been in contact with the vendor for the new microfilm reader/ printer. It will be ordered when the grant funding from the Wyoming Community Foundation which has been approved.
- The summer cemetery walks have started with the first one having been at Mt. Moriah on June 30<sup>th</sup>. The next cemetery walk is in Alva on July 11<sup>th</sup>, and then there will be one at the Green Mountain Cemetery on July 25<sup>th</sup> and at the Miller Creek on August 22<sup>nd</sup>.
- The foundation's chuckwagon/trail ride event will be on July 19<sup>th</sup>. The Young Author's presentations were made in Sundance and in Hulett. The reward for Houston's first name was presented to Doris Gotsch in Hulett. The foundation is looking for three (3) new members and an accountant.
- Jill attended a leadership seminar in Gillette on June 5<sup>th</sup>. The program provided discussion on traits of workers, conversation tips, progressive discipline, training/goals, feedback, and documentation.
- Jill also attended the WYLD annual meeting in Casper on June 11-13. The main discussion topics were interlibrary loan and the WYLD governance structure. A leadership meeting will be held in Lander this fall to address needed changes in the governance structure.

### **Foundation Liaison:**

Jill had pretty well covered their meeting activities in her report.

### **Board Members:**

The Crook County Commissioners and Randy Gill have discussed the library issues with ADA compliance and parking and are on board for Kyle Gillette to give recommendations.

Hannah entered the meeting at this time and took over as chairperson.

### **Old Business:**

Jill reviewed the final 2015 Fiscal Year Budget as presented to the County Commissioners on June 25, 2014. The final total including the match for the Endowment Fund will be \$1,155,806.18 – less the match our budget for FY15 is actually \$562,057.16. Marge made the motion to approve the final budget as presented; seconded by Maylee; motion carried.

The Lander bequest check has been deposited and will be transferred to the Library Foundation for the library endowment. Discussion was held on the possibility of the board stipulating the \$145,000 plus the state match would be placed in the Wyoming Community Foundation. It was suggested the library board invite the Wyoming Community Foundation to come visit with the board members at the August meeting.

Discussion on the policies reflected that County Attorney Joe Baron has them. Tami expressed the need to talk with the employees about some of the policies and wondered if it would be possible to do that on September 8<sup>th</sup> at their staff meeting.

Discussion on moving forward with the strategic planning project was held. It was felt the board should wait to hear from Hannah Swanbom of the Casper Extension Office.

Discussion on the web page was tabled until further research could be done.

### **New Business:**

The lease agreement between the Crook County Library Board and the Town of Hulett for the space used by the Hulett Branch Library in the Greater Hulett Community Center expires June 30, 2015. Jill asked the board members to review the lease agreement and she would like to bring it up for discussion in August.

Discussion was held concerning the Moorcroft Branch Library in regards to contacting a realtor and an assessor just to get an idea of its worth.

Jill had the independent contractor's contracts for Dee Williamson and the Whispering Pines available for signatures. After some discussion, Jill was advised to return the contracts for signatures after adding some additional requirements to their contracts.

A question arose regarding direct deposits. After some discussion, it was determined Jill and Tami will research prior board approval to do direct deposits and determine if there is a need to review the direct deposit policy on an annual basis.

Discussion was held on the visitation of Craig Johnson. As it stands, he will be at the fairgrounds on August 1<sup>st</sup> at 3 p.m. Jill is still working on having the local veterans of Crook County at the program. Mr. Johnson will be in Hulett on August 3<sup>rd</sup>. The place and time have not been established at this time.

Discussion was held regarding the date and time of the library board meeting for fiscal year 2014-2015. It was decided to leave the library board meetings to be held on the first Thursday after the first Tuesday at 1 p.m.

Discussion was held on planning the annual board training. It was decided to have it on Saturday, October 4th in Moorcroft. The regular monthly board meeting will be held on the same day at 8:30 a.m. with the board training to follow. The librarians may email their reports in lieu of attending the Saturday meeting.

The annual election of officers was held at this time. Tami made the motion to elect Maylee as chairman, seconded by Marge; motion carried. Tami made the motion to elect Peggy as vice-chairman, seconded by Maylee; motion carried. Tami made the motion to elect Hannah as the liaison to the Library Foundation; seconded by Maylee; motion carried. Tami made the motion to elect Marge as secretary; seconded by Maylee; motion carried. The board members authorized Jill to take the unapproved minutes of this meeting to the bank for the purpose of obtaining a signature card for the next board meeting.

The next regular board meeting will be **August 7, 2014 at 1:00 p.m. in Moorcroft.**

**Adjournment:** There being no further business at this time Tami made the motion to adjourn the board meeting at 4:36 p.m.; seconded by Maylee; motion carried.

Respectfully submitted by Marge Myers, Secretary

---