

CROOK COUNTY LIBRARY BOARD MEETING
September 4, 2014
Sundance, WY

The Crook County Library Board met on Thursday, September 4, 2014 at the Sundance Library. Board members present were Maylee Baron-Kanode, Tami Baron, Peggy Warner, Hannah Ista and Marge Myers. Jill Mackey, County Librarian, Nancy Bowles, Hulett Branch Librarian, County Attorney Joe Baron and Craig Showalter, President of the Wyoming Community Foundation.

The meeting was called to order at 1:01 p.m. by Maylee Baron-Kanode, Chairperson, and began with the Pledge of Allegiance. Tami made the motion to approve the agenda with the request the meeting be flexible on behalf of the guest speaker upon his arrival; to review the checklist after hearing the guest speaker; and to add to Old Business the need for additional signatures on the bank signature card, seconded by Peggy; motion carried.

There was no correspondence at this time.

The minutes of the August 7th, 2014 meeting were reviewed. Tami moved to accept the minutes as presented, seconded by Peggy; motion carried.

Library Reports

Moorcroft

- Cindy Mosteller is working every day and helping to get things caught up. She has cleaned and organized the adult reading room. She is very quick to catch on to the WYLD/SIRSI system.
- Jill and Kim were over and Kim helped with the ILL's and made a cheat sheet for the Moorcroft employees. Cindy was able to get the Moorcroft Library caught up with the ILL's.
- Tanya Brekke is still purging old books off of her shelves. This will help with the data base load.
- Tanya has been having about 15 little tots for story hour and up to 5 babies.
- Randy Gill, County Maintenance, remounted the toilet tank at the Moorcroft Library as it fell off the wall.
- There was water coming in the back door of the Moorcroft Library after some rainy weather. Randy Gill looked the situation over and will have to rework the drainage situation in the area of the doorway.
- Craig Johnson has indicated he will be in Moorcroft on October 10th.

Hulett Library

- Craig Johnson was at the library on August 3rd. About 40 people were in attendance. Approximately 11 people attended the “Meet and Greet” held at the Ponderosa for Mr. Johnson. He is hopeful he will be able to come back in January.
- Echo Bohl was on vacation August 4-15.
- Toni Neiman had her Kid’s Reading Group with 3 children attending on August 11th.
- The Adult Book Discussion was held with 5 people attending. Each individual had read one of Craig Johnson’s books and told about the book they read. The book “Before I go to Sleep” by S.J. Watson was handed out for their next get-together.
- Experience Works advised Nancy Bowles that Frieda Dent would be able to work until June 9th, 2015.
- The Hulett Branch Library is having a 90th Birthday Party for Frieda Dent on September 26th from 2-5 p.m. along with a card shower.

Sundance Library

- The Friends of the Library will be meeting September 16th and the Book Sale is scheduled for October 27th and 28th. The staff has been sorting books for the sale.
- The book donation from the Collier family includes collections of horse-related books and the Civil War. The staff hopes to find a source interested in taking the books as a whole.
- The fall activities are resuming with the two book discussion groups, story time at the library on Wednesday at 10:30 a.m., and the outreach story times at the day cares, preschools and elementary classes.
- Kyle Gillette has not contacted the library regarding the proposed changes in the parking lot.
- Bill Rossiter will present a humanities program called “Stories, Songs and Sodbusters” on September 12th.
- The library is looking for volunteers to update the obituary file and setup a spreadsheet with obit information for researchers.
- Sheriff Steve Stahla donated a new TV for the teen section.
- The staff is looking at setting up a garden seed “library” for next summer’s planting season.

County Library

- The county board report for the state auditor is ready to be transmitted. The county audit went well.
- T-shirts are available for individuals to order.
- September is Library Card Signup Month. The library is offering free cards for new patrons and a fine amnesty for overdue books which are returned. Banned Books Week is later in the month.
- Jill has ordered the microfilm reader/printer.
- There will be an art exhibit from the Wyoming State Art Museum here next year. There may also be an astronomy program in June if the presenter has other interest in the area.
- There will be a county-wide staff meeting on September 8th. The staff will be looking at job descriptions and library webpages.
- The Wyoming Library Association Conference is scheduled to be in Casper on Sept 24-26. Staff members from Sundance and Moorcroft will be attending. The Hulett staff will be joining the Hulett community in wishing Frieda Dent a Happy 90th Birthday.
- The annual Library Board training is on October 4th.
- The Library Foundation will meet on September 18th. They will be approving two members, reviewing the bylaws and discussing another mystery dinner fundraiser. This year's Mary Hadley Memorial Young Author's Contest will be an annual event, thanks to the Hadley family.
- Jill is scheduled for online training on Quickbooks, Weebly.com webpages, grant seeking basics, Facebook updates, LGLP for volunteers, and practical management.
- Jill and Tami attended the County Commissioners meeting. It was suggested the library board address staff salaries again in January 2015. Tami Baron is also helping to set up a County Board training for later in the year.

Foundation Liaison: The foundation board met but they did not have a quorum. Jill covered their meeting in her report.

Speaker: Craig Showalter, President of the Wyoming Community Foundation, talked with the library board and explained the methodology of the Wyoming Community Foundation and the benefits of investing money with their foundation. County Attorney Joe Baron sat in on the discussion and was available to the board for questions after Mr. Showalter left.

Board Members: Tami contacted the State Library about obtaining some “One-Book Wyoming” coasters and Craig Johnson’s books that went with this particular book promotion. They sent her 32 books and 375 coasters. Tami will get them distributed to the various bars within the county as per Craig Johnson’s request for One-Book Wyoming.

Checklist: The checklist of expenditures for September 4, 2014 were reviewed. Tami indicated she had reviewed all the bills. She expressed concern for check #17365 as there wasn’t an invoice from the WLA, and also check #17384 to the Library Foundation. She also explained check #17382 to Visa which was a reimbursement to Randy Gill for bathroom supplies at the Moorcroft Branch Library; and check #17383 to Pam Jespersen and the reimbursement of supplies. After some discussion, Tami moved that check #17365 be held until an invoice is received, seconded by Marge; motion carried. Tami, then, moved that check #17384 be voided and be reissued after further discussion and information regarding investments is received, seconded by Hannah; motion carried. Tami moved to accept the checklist as presented with the exception of check #17365 and check #17384 and to pay the rest of the bills; seconded by Peggy; motion carried.

Treasure’s Report: The treasurer’s report was reviewed. The total operating funds stands at \$323,017.76 which includes the \$145,000 bequeathed by the Lander Family. No money was used out of the reserve account to pay bills. Hannah made the motion to accept the treasurer’s report as presented, seconded by Marge; motion carried.

Old Business:

Tami advised the board County Attorney Joe Baron still hasn’t had time to review the policies.

Discussion was held regarding the strategic planning project. Tami will contact Hannah Swanbom about meeting on November 13th at 10 a.m. in Sundance. The regular board meeting will be changed to that day so the board will be able to meet with Hannah in the morning and then hold their regular monthly meeting in the afternoon.

Jill is still looking into the Weebly.com website as a possibility for the library website.

Jill presented the KAP Snow Removal Contract for signatures. This contract will be in effect until June 30th, 2015. Tami moved to approve the signing of the contract as presented, seconded by Hannah, motion carried.

Nancy Bowles reported the Greater Hulett Community Center Board approved the library increasing the number of electrical outlets within the Hulett Branch Library. The cost will be \$1,745.45. Tami made the motion to approve the electrical work contingent on receiving a copy of the minutes from the GHCC stating their approval of the project, seconded by Hannah; motion carried.

A resolution authorizing certain electronic fund transfers may be made by the Crook County Library such as salaries, the elective tax payment system which includes social security, Medicare, and intuit payroll direct deposit fees was discussed. A roll call vote was taken as to whether or not they approved or disapproved the authorization of fund transfers. Hannah – aye; Marge – aye; Peggy – aye; Maylee – aye; and Tami – aye. Maylee moved that the resolution for

authorization be signed and dated September 4, 2014, then filed with the County Commissioners and then given to the bank, seconded by Hannah; motion carried.

New Business:

Jill presented the “Disclosure Statements for Investment of Public Funds” for each board member to review and sign.

Jill handed out the new board member roster with contact information to each of the board members.

Tami noted the wording of the meeting times and dates discussed previously needed to be changed. Tami amended the yearly meeting dates and time to read the Crook County Library Board will meet the first Thursday after the first Tuesday of the month at 1 p.m. as the regular time and date for meetings and any other regular meeting called by the board, seconded by Hannah; motion carried.

Executive Session:

Peggy made the motion for the board members and Jill, County Librarian, to enter into executive session at 3:43 p.m. to discuss personnel issues, seconded by Hannah; motion carried.

Executive session adjourned at 4:05 p.m.

Regular Meeting Back in Session:

Having left executive session, the board entered back into regular session.

Hannah made the motion to hire Cindy Mosteller as the Library Aide at the Moorcroft Branch Library at \$9.00/hr. for 19 hours/week, seconded by Tami; motion carried.

Hannah made the motion to hire Violet Smith as a Library Substitute for the Sundance Library at \$7.50/ hour, seconded by Tami; motion carried.

Having worked for the Hulett Branch Library for six-months, Tami made the motion to give Nancy Bowles a pay increase of \$.64/hour, seconded by Hannah; motion carried. Tami made the motion to give an additional \$.64/hour at her one-year anniversary after Nancy’s evaluation, seconded by Hannah; motion carried.

The next regular board meeting along with the annual board training will be **October 4, 2014 at 8:30 a.m. in Hulett.**

Adjournment: There being no further business at this time Hannah made the motion to adjourn the board meeting at 4:24 p.m.; seconded by Tami; motion carried.

Respectfully submitted by Marge Myers, Secretary

_____ Date: _____