

CROOK COUNTY LIBRARY BOARD MEETING

October 7, 2014

Hulett Branch Library

The Crook County Library Board met on Thursday, October 7, 2014 at the Hulett Branch Library. Board members present were Maylee Baron-Kanode, Tami Baron, Hannah Ista 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 1:03 p.m. by Maylee Baron-Kanode, Chairperson, and began with the Pledge of Allegiance. Tami made the motion to approve the agenda as presented; seconded by Marge; motion carried and approved.

There were no introductions to be made and there wasn't any correspondence at this time.

The minutes of the September 4th, 2014 meeting were reviewed. Tami moved to accept the minutes as presented, seconded by Marge; motion carried.

Jill presented the board with a revised checklist and treasurer's report for September 4, 2014 reflecting the \$145,000 Lander donation remaining in the checking account as per a discussion held at the September 4th meeting and the board wishing to wait for more information regarding the investment of that amount of money. The checklist of expenditures for October 7, 2014 was reviewed. After some discussion on the checks listed on the checklist, Marge moved to accept the checklist as presented; seconded by Tami; motion carried.

Jill reviewed the treasurer's report. It was noted that 10.33% of the funding has been expended of the libraries county budget. Total operating funds stands at \$333,131.89. No money was used out of the reserve account to pay bills. Marge made the motion to accept the treasurers report as presented, seconded by Tami; motion carried.

Library Reports

Moorcroft

- Sixteen individuals attended a program presented by Bill Rossiter at the local museum that was hosted by the Moorcroft Branch Library.
- Cindy Mosteller decorated for Banned Book week and then hosted the book club. The book was "The Women in White" by Wilkens and the new book is "The Work of Wolves" by Kent Myers.
- Tanya and Cindy decorated for Halloween.
- A basket was sent to the Wyoming Library Association (WLA). Tanya attended the WLA annual conference in Casper.
- Diane Nielson, author from Rapid City, SD was in and did a book signing.

Hulett Library

- There was a staff meeting in Sundance on September 8, 2014.
- The Friends of the Library met with seven (7) people present. It was decided not to have their annual bake sale, but Bingo will continue after Christmas.
- Six (6) individuals attended the book discussion where they discussed the book “Before I Go To Sleep” by S.J. Watson. The group voted to read “The Last Promise” by Richard Paul Evans next.
- Bill Rossiter presented a program on September 13th with fifteen (15) individuals attending.
- September 21st -26th was Banned Book week. The Hulett employees displayed some of the books that were on the list.
- Frieda Dent’s 90th birthday party was held at the Hulett Branch Library with seventy-two (72) people attending after which a pot-luck dinner was held at the Civic Center.
- There will be a huge book sale on October 16-18 in the Greater Hulett Community Center meeting room.
- There will be a Pumpkin Baking Contest on October 24th. The recipes need to include pumpkin. The prizes include \$50 for the 1st place and \$25 for the 2nd place.

Sundance Library

- The staff was sorting books for the annual book sale held October 27-28. Book donations were also still coming in.
- Rocky Courchaine will present a historical program on Murray Ditch in November and Murder and Mayhem in Crook County II in January 2015.
- Bill Rossiter presented a humanities program entitled “Stories, Songs and Sodbusters” on September 12th.
- The first graders will visit the Sundance Library in October and be issued their first library cards.
- The Friends of the Library donated \$2000 towards the new microfilm reader/printer.
- Wyoming Snapshot Day is October 14th.

County Library

- Jill reported the WYLD network was hacked by Chinese hackers. The extent and impact was unknown at the time.

- The state retention schedules are changing. The county website will be adding public notices on the initial screen so they'll be easier to find.
- The Wyoming Library Association's annual conference was in Casper on September 24-26. Four staff members attended. Bonnie, Allison and Kim attended from Sundance.
- The new microfilm reader/printer has arrived and has been set up. The remote access has also been setup and will be tested.
- The library staff is reviewing the new library webpage before it goes online.
- Jill spoke to Bill Miller from the Local Government Liability Pool regarding numerous trainings available from his office. He will come in January to conduct a library board training and will review the newly revised policies before they go to public comment.
- The library foundation has two (2) new board members – Linda Rogers and Sue Fuhrman. The foundation is planning a mystery dinner fundraiser in Sundance and Moorcroft to be held after the holiday season.
- Jill will be attending the WYLD Leadership Summit Lander October 8-10.
- Jill reviewed the webinars on the LGLP website for library volunteers, new science fiction, and Facebook administration. Makerspaces, Practical Management and the Impact of small libraries will be offered in webinars in October.

Foundation Liaison: Jill covered their meeting activities in her report as Hannah, the library board liaison, was not in attendance at this point of the library board meeting.

Board Members: Tami reported there will a board training for all county boards sponsored by the County Commissioners on January 31st, 2015.

Old Business:

Jill reported she had asked other library directors whether they had invested any money on behalf of their libraries with the Wyoming Community Foundation. She had eight (8) responses of which five (5) indicated they had. After some discussion, the board felt Mr. Showalter should be invited to meet with the Foundation Board on October 16th or November 20th.

Tami advised the board the library policies were being reviewed by Bill Miller of the LGLP. Tami would like for the staff to be able to review the policies possibly at the November 17th staff meeting if Mr. Miller has completed his review. Discussion was held regarding setting up guidelines for the libraries such as the operation hours; the need to have two (2) employees in the libraries at all times and especially at closing time; the fees for library cards, lost and stolen books, meeting room usage, faxing fees, and fees for copying documents.

The board is still planning to meet with Hannah Swanbom regarding the libraries strategic plan on November 13th at the Sundance Library at 9 a.m. Hannah will let Tami know if she will be able to attend the meeting or will have to skype in. The regular board meeting for November will follow the strategic planning meeting at 1 p.m.

Jill and the staff are working with the Weebly.com website to see if it will work for library purposes.

Jill had the independent contractor's contracts for Lacey Bears for janitorial services and Josh Idlers for snow removal available for signatures. Marge made the motion to approve the signing of the two (2) contractor's contracts as presented, seconded by Hannah, motion carried.

Jill allowed that she hasn't heard anything from Kyle Gillette regarding the Sundance parking lot. She also indicated there is nothing new in regards to the Moorcroft City Council and the renovation of the old elementary school which would include the Moorcroft Branch Library. The Hulett Branch Library is still waiting on the electrician to install the new electrical outlets.

New Business:

Tami made the motion to allow Jill to execute a check to the State of Wyoming for a back ground check on an individual interested in substituting at the Moorcroft Branch Library and to allow Tami and Marge to sign said check upon their return to the Sundance Library after this meeting, seconded by Hannah; motion carried. This check will be listed on the November checklist.

Hannah advised the board members there is an individual from the Hulett area that is interested in being on the board. She will continue to encourage this person to apply for the position.

Executive Session:

Maylee made the motion for the board members along with Jill, County Librarian, and Pam Jespersen, Moorcroft Branch Librarian, to enter into executive session at 2:35 p.m., seconded by Tami; motion carried.

Executive session ended at 3:39 p.m.

Regular Meeting Back in Session:

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

Tami moved to hire Cindy Mosteller as a temporary fulltime employee to fill in for Nancy Aars for up to six (6) months, seconded by Hannah; motion carried.

Adjournment: There being no further business at this time Hannah made the motion to adjourn the board meeting at 3:44 p.m.; seconded by Tami; motion carried.

Respectfully submitted by Marge Myers, Secretary
