

CROOK COUNTY LIBRARY BOARD MEETING

November 13, 2014

Crook County Library - Sundance

The Crook County Library Board met on Thursday, November 13, 2014 at the Crook County Library in Sundance. 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 1:10 p.m. by Maylee Baron-Kanode, Chairwoman, and began with the Pledge of Allegiance.

Tami made the motion to approve the agenda as presented; seconded by Hannah; motion carried and approved.

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

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

The checklist of expenditures for November 13, 2014 was reviewed. After some discussion on the checks listed on the checklist, Marge moved to accept the checklist as presented; seconded by Hannah; motion carried.

Jill reviewed the treasurer's report. It was noted 17.38% of the funding has been expended of the libraries county budget. Total operating funds stands at \$254,966.30. No money was used out of the reserve account to pay bills. Hannah made the motion to accept the treasurers report as presented, seconded by Marge; motion carried.

Library Reports

Hulett Library

- Friends of the Library met on October 6 with 6 members in attendance. They have decided to purchase a binder for the library with the money donated by Doris Gotsch. A thank you note will be sent to her. It was also decided to have a book sale on October 16th, 17th and 18th and again at the Arts and Crafts show in November. The pumpkin baking contest prizes were also discussed.
- Book Discussion was held on October 6th with 5 people in attendance. "The Last Promise" by Richard Paul Evans was discussed. The next book will be "A Child Called It" by David Pelzer.
- The book sale held on October 16th, 17th, and 18th generated about \$100.
- The Pumpkin Baking Contest was held on October 24th with 16 delicious pumpkin entries. Skipper Williams, Jill Mackey and Donna Willey were the judges. Deb Snook took 1st place with a Deluxe Pumpkin Cheesecake, Andrea Thompson took 2nd place with a Pumpkin Goopy Butter Cake, and honorable mention went to Gail Ridinger with Pumpkin Cinnamon Rolls. Prizes were also given for "best use of pumpkin" to Twylia Waugh with a Pumpkin Fluff Dip and "best presentation" to Deanna Hummel with her Pumpkin Cheesecake. Recipe books will be made for the contestants and judges.

- The employees are still working at weeding out adult and children's non-fiction books. The employees hope to utilize some of this space for audio c.d.'s and videos.

Moorcroft

- Book Club is reading "Book Thief" this month. There has only been 3 or so participants since the snow birds left. The next get-together will be Nov. 20th and then they won't meet again until January.
- Tanya had a Halloween party with 15 kids attending after school and about 20 little ones in the morning. She is hosting movies on the early out Fridays and on other Fridays also. There have been about 6-8 kids attending.
- They had a wonderful turn out for the Chamber Banquet of which Craig Johnson was the guest speaker. There were about 118 people in attendance.
- The employees will be decorating for the Christmas season around December 1st.

Sundance Library

- The Friends of the Library had their book sale and made a little over \$500. Lots of books were left over and recycled. The group held their monthly meeting and planned to decorate the library for Christmas on December 1st. They also discussed their traveling bake sale which they do around February 14th.
- The library held a Halloween party with 48 children attending. There were 14 kids attending the Friday night movie.
- Rocky Courchaine will present a historical program on the Murray Ditch on Friday, November 14th at the library.
- The employees are considering purchasing a large flat screen TV for the video corner with the Vondriska Donation. A suggestion of purchasing a TV for the meeting room has also been entertained. The Vondriska family donates funds periodically for the purpose of purchasing video equipment for the library.
- The library has a display of pictures of veterans in honor of Veterans Day and have made a contest out of them to see if people recognize the various individuals.
- The employees have been placing new books on the display shelves and as they do Kim places slips of paper inside the covers requesting comments of what the patrons think of the books. Bonnie enters the comments onto the libraries Facebook page.
- The Sundance Christmas Parade is scheduled for December 5th and the employees are working on ideas of how to decorate their float this year.

County Library

- Jill still hasn't heard anything from Kyle Gillette regarding the Sundance parking lot or the Moorcroft school refurbishing. The Hulett Library is still waiting for the electrical outlets project to be completed. Nancy reported there is a concern as breakers are being blown.
- There will be a staff meeting on Monday, November 17th.
- The foundation met and discussed doing a mystery dinner in January in Sundance and maybe Moorcroft. The Festival of Trees, which the foundation sponsors after the light parade, may be cancelled this year due to the lack of interest in having the chili cook off.

- The foundation extended an invitation to Craig Showalter, President of the Wyoming Community Foundation, to attend one of the foundations meetings and discuss investing funds. He is planning to attend the January 15th meeting at 1:30 p.m. in Sundance.

Foundation Liaison: The foundation discussed the fundraisers and the WY Community Foundation.

Board Members: Tami reported she is working on the county board training sponsored by the County Commissioners scheduled for January 31st, 2015. She advised the board and staff members present that a draft of the library policies has been completed and will be provided to the staff at their meeting on November 17th. She is asking for their comments and suggestions prior to the board's final approval and submission for public approval. She reminded the staff members present the policies are a supplement to the County policies.

Old Business:

Board members are welcome to attend the Library Foundation meeting on January 15, 2015 when Craig Showalter will be present to talk about investing funds in the Wyoming Community Foundation. It is hoped the board will be able to make a decision as to the Lander bequest in February 2015.

Tami reiterated the library policies are ready to share with the library staff at their meeting on November 17th. The board will plan to discuss any suggestions or comments received from the staff members at the December library board meeting on December 4th. It is hoped the library policies will be ready for public comment by March 1, 2015 and adoption completed by May 1, 2015.

The board members met prior to this board meeting with Hannah Swanbom to discuss the Strategic Planning project. The board members will plan to present the strategic plan to the staff members at their meeting on January 12, 2015 at 10 a.m. Tami suggested that upon completion of this project it is put on display similar to how Campbell County Library has theirs.

New Business:

There was no new business to discuss.

Review of Yearly Calendar:

There appears to be times when the board does not get things done in a timely manner, i.e., the director's evaluation and the board's self-evaluation. The board will plan to work on Jill's evaluation in February 2015. The board will receive their self-evaluation form in January and will discuss them in February 2015.

In review of the emergency management it was determined the libraries need larger first aid kits; Moorcroft is in need of a weather alert radio; and the employees need Blood Borne Pathogens training.

The resolution for the direct deposit at the bank will need to be presented for signatures in December in order for the new board member to sign. Tami reminded the board the resolution would have to be re-signed again in July if there is any change of board members at that time.

Job Descriptions were discussed at the staff meeting in September and Jill has that information which will be forwarded to Marge.

After some discussion regarding the upcoming holiday season and the county policies, Tami made the motion that if the majority of the employees are in agreement they may take a vacation day on December 26, 2014 and to close the libraries, motion seconded by Hannah; motion carried. A motion was made by Hannah and seconded by Marge; to have Hannah attend the County Commissioners meeting on December 2nd, 2014 to address the idea of allowing the libraries to be closed to the public on December 26th thus allowing those who wish to take a vacation day to do so and those employees who choose to work that day may do so and catch up on library business. Motion carried.

Executive Session:

Tami made the motion for the board members along with Jill, County Librarian, Nancy Bowles, Hulett Branch Librarian and Pam Jespersen, Moorcroft Branch Librarian, to enter into executive session at 2:37 p.m., seconded by Marge; motion carried.

Executive session ended at 2:48 p.m.

Regular Meeting Back in Session:

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

Adjournment: There being no further business at this time Tami made the motion to adjourn the board meeting at 2:49 p.m.; seconded by Hannah; motion carried.

The next board meeting will be Thursday, December 4, 2014 at the Moorcroft Branch Library at 1 p.m.

The January meeting will be Monday, January 12th with a regular board meeting at 9 a.m.; a discussion regarding the strategic plan with the staff members at 10 a.m., and then the board members will work on policies or job descriptions in the afternoon.

Respectfully submitted by Marge Myers, Secretary
