

CROOK COUNTY LIBRARY BOARD MEETING
December 4, 2014
Moorcroft Branch Library

The Crook County Library Board met on Thursday, December 4, 2014 at the Moorcroft Branch Library. Board members present were Maylee Baron-Kanode, Tami Baron, Hannah Ista, Tam Hedges and Marge Myers. Jill Mackey, County Librarian and Nancy Bowles, Hulett Branch Librarian, were also present.

The meeting was called to order at 1:09 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 Tam; motion carried and approved.

Jill introduced Tam Hedges as the newest board member. She is replacing Peggy Warner who resigned in August 2014.

There wasn't any correspondence at this time.

The minutes of the November 13, 2014 meeting were reviewed. After some discussion regarding the January 12th, 2015 board meeting, Tami moved to amend the minutes with the addition and clarification on page 4, paragraph 3 under Adjournment that the library board will meet in Moorcroft at 9 a.m. on January 12, 2015 for a short regular board meeting followed by meeting with the library staff at 10 a.m. to noon to discuss the strategic plan, and then the library board will meet after lunch to work on the library policies while the employees are attending their bi-monthly staff meeting, seconded by Hannah; motion carried.

The checklist of expenditures for December 4, 2014 was reviewed. After some discussion on the checks listed on the checklist, Hannah moved to accept the checklist as presented; seconded by Tam; motion carried.

Jill reviewed the treasurer's report. It was noted 20.82% of the funding has been expended of the libraries county budget. Total operating funds stands at \$291,413.38. 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 Hannah; motion carried.

Library Reports

Hulett Library

- Friends of the Library met on November 3 with 8 members in attendance. They have decided to sell donated/weeded books at the Arts & Crafts Fair that was on November 22. The FOL made \$43 and the books that were left were taken to the Sheridan VA Hospital.
- There will be a Christmas Open House at the library from 2-5 p.m. on December 19th. The Friends of the Library will be holding a silent auction on Christmas centerpieces and baskets they made.
- Book Discussion was cancelled for Nov. 10th but the group received the next book "Pirate Latitude" by Michael Crichton.

- The staff meeting was held in Hulett on the November 17th.
- The Foundation met in Hulett on November 20th.

Moorcroft

- There was no report at this time.

Sundance Library

- The Friends of the Library decorated the library on December 1st. The library open house will be Friday, December 19th and the FOL will be providing cookies and punch.
- The library didn't have a float in the Parade of Lights this year but will sponsor the Festival of Trees during the chili supper after the parade.
- They are starting to plan for the community Winter Festival to be held in February.
- Rocky Courchaine's historical program, "The Murray Ditch", was excellent and well attended.
- Bonnie Stahla's children's programs are busy. Bonnie has an in-house story time on Wednesday's, plus she goes out to read to five (5) elementary classes, two (2) day cares and four (4) preschool sessions.
- The library receive quite a few new books and Allison has been working at getting them processed and on the shelf.
- Kim has been busy streamlining procedures and working with the new microfilm reader/printer.
- Kim has also been busy thinking up adult contests, i.e., identifying veteran's pictures in November and completing a quiz on quotes from classic books in December.
- Kim has received good responses to the "response slips" that were placed in the new library books. Bonnie puts the remarks on the library Facebook page and the library has received favorable responses to those too.
- Kim and Jill have been subbing at the Moorcroft library while they are short-handed.

County Library

- Jill presented her library report to the commissioners on Tuesday, December 2nd, 2014.
- A county-wide staff meeting was held in Hulett. Staff members shared their activities and discussed plans and concerns. The draft of the library policies were reviewed.
- The library foundation board is planning a mystery dinner in Sundance for early in 2015 and perhaps do one in the spring in Moorcroft.
- The foundation extended an invitation to Craig Showalter, President of the Wyoming Community Foundation to attend the January 15th meeting at 1:30 p.m. in Sundance to discuss investing funds.
- Jill still hasn't heard anything regarding the Hulett outlet project or the Sundance parking project.
- The League of Women Voters of Wyoming donated two (2) boxes of their book "A Look at Wyoming Government" which are available for free at each library.
- Jill advised the board members she had received a complaint regarding teens viewing inappropriate material while at the library. Jill will take appropriate action to ensure the information isn't being viewed on library equipment but it is possible the teens are viewing such material on their own personal devices.

Foundation Liaison: Hannah reminded the board members of the planned meeting with the Wyoming Community Foundation president on January 15th at 1:30 p.m. in Sundance.

Board Members: Tami reminded everyone of the upcoming county board training sponsored by the County Commissioners scheduled for Saturday, January 31st, 2015 at 9:00 a.m.

Old Business:

Dan Blakeman visited with the board regarding the City of Moorcroft's plans of refurbishing the old elementary school which will include an area for the Moorcroft Branch Library. The board reviewed the drafted plans. Dan related the old school will not be vacated until at least June 2015 after the 2014-2015 school year.

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.

Discussion of the staff member's comments regarding the proposed personnel policies was held. The draft of the new library policies will be reviewed on January 12, 2015 in the afternoon following the regular board meeting at 9 a.m. and the presentation of the strategic plan to the staff members at 10 a.m.

New Business:

The board members were asked to review the lease for the Hulett branch library that County Attorney Joe Baron sent out. Discussion was held regarding suggested changes within the lease that need to be decided upon prior to Jill's attending a Hulett Greater Community Center meeting. Jill advised the board the County Commissioners are favorable with these changes.

Jill was asked about the purchase of new computers especially a lap top for her use that were in this year's budget. She was also questioned as to the amount of money set-aside for new chairs for the Moorcroft library. Discussion was held regarding the need to purchase these items.

Discussion was held regarding the electrical outlets and the completion of that project at the Hulett Branch Library and the need to rearrange the library to make it more accessible to patrons.

Discussion was held regarding the progress of the website for the libraries and the ability to provide links.

Jill advised the board Randy Gill repaired the front door of the Sundance library. He has the gutters on his list of things to do yet and she hopes to have him look at the windows in the children's area. The board wondered if there is an energy efficient grant for windows and doors to help with replacing the windows in the children's area of the Sundance library.

After some discussion, Tami made the motion to have all five (5) board members re-sign the signature bank card for the Sundance State Bank, seconded by Hannah. Motion carried.

Review of Yearly Calendar:

The Wyoming State Library Board will hold its annual reception on January 22, 2015. Jill requested the board members contact the Crook County legislators and encourage them to attend the reception.

Executive Session:

Maylee requested the board enter into executive session at 3:24 p.m.

Executive session ended at 3:49 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 3:50 p.m.; seconded by Hannah; motion carried.

The next board 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.

The February library board meeting should be at the Hulett Branch Library.

The Crook County Library Foundation meeting is scheduled for Thursday, January 15, 2015 at 1:30 p.m. in Sundance.

The Board Training sponsored by the County Commissioners is Saturday, January 31, 2015 at 9 a.m.

Respectfully submitted by

Marge Myers, CCL Secretary

Maylee Baron-Kanode, CCL Chairwoman