

CROOK COUNTY LIBRARY BOARD MEETING
February 5, 2015
Hulett Branch Library

The Crook County Library Board met on Thursday, February 5, 2015 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. Board members from the Hulett Greater Community Center were Bobbie Butler, Melissa Bears, Sharon Lundberg and Julia Dirks. Board member Tam Hedges had advised the board of her resignation during the past month.

The meeting was called to order at 1:08 p.m. by Maylee Baron-Kanode, Chairwoman, and began with the Pledge of Allegiance.

Marge made the motion to approve the agenda as amended to include: Library Reports and to add the following to Old Business: G – Employee Handbook Revision Approval, H – Directors Evaluation, and J - Strategic Planning; seconded by Hannah; motion carried and approved.

The Hulett Greater Community Center (HGCC) Board Members entered the meeting around 1:30 p.m. for the purpose of discussing the agreement for the Hulett Branch Library. A suggestion of drawing up an agreement between the HGCC and the County Library Board for the Hulett Branch Library that would extend out for fifteen (15) years was discussed. The County Library Board suggested rent amounts that would start in the \$900-\$1,000 per month range and the amount would increase every five (5) years during the fifteen (15) year period. Bobbie Butler, HGCC Board Chairman, indicated their board had discussed raising the rent to \$1,000 and they would have to discuss the idea of having a fifteen (15) year agreement at their next meeting on March 19th. It was noted that receiving monthly payments is easier for the HGCC and County Librarian to track and they felt things were working well for both entities. The HGCC noted they are in need of making some sidewalk improvements and are planning on adding diaper change stations in the public bathrooms.

Correspondence included a letter received via email from the Wyoming Community Foundation, Inc. and included the agreements for the endowment and non-endowed funds as discussed in previous meetings. The matter was tabled. The board members had also received a letter from County Clerk Linda Fritz regarding investment of funds and acceptance of negotiable paper.

The minutes of the January 12, 2014 meeting were reviewed. Tami moved to approve the minutes as amended to include the word “weekly” in place of the word “monthly” under Old Business, fourth paragraph, seconded sentence; motion carried.

The checklist of expenditures for February 5, 2015 was reviewed. Discussion was held regarding the Long’s Plumbing bill for the sewer back-up at the Moorcroft Branch Library and further discussion on the Lander’s bequest. Check #17642 for distribution of the Lander’s bequest to the Crook County Library Foundation was held pending further discussion. Hannah made the motion to accept the checklist as presented with check #17642 being held out until March 2015, seconded by Marge; motion carried.

Jill reviewed the treasurer's report. It was noted 40.05% of the funding has been expended of the libraries county budget. Total operating funds stands at \$293,542.89. No money was used out of the reserve account to pay bills. Discussion was held regarding the overage in the substitutes budgeted line item versus the amount of monies still in the employee's budgeted line item.

Library Reports:

Hulett:

- Friends of the Library met on December 1st. They were to bring a centerpiece/Christmas Decoration for a silent auction on December 19th at the Christmas Open House. The FOL made a little over \$500 on their silent auction.
- The Book Discussion reviewed the book "Pirate Latitude" by Michael Creighton and the new book "Snow Falling on Cedars" by David Guterson was handed out.
- Echo had three (3) story time in December. She is up to 5 kids now. Echo continues to go to the school and reads to the elementary classes.
- The employee's moved the bookshelves around in the library and they can see down the aisles now.
- Echo was gone the last two (2) weeks of December.

Moorcroft:

- The staff meeting was held January 12th in Moorcroft and they learned about using the website.
- The Book Club didn't meet in January but will be starting up again in February. They will be reading "Wednesday's Sisters".
- Tanya is expanding the story time and crafts. She had a movie on the early out day and had about 15 kids attend.

Sundance:

- The County Library in Sundance will be participating in the town's Winter Festival on February 7th. Activities will be provided for the kids.
- Rocky Courchaine will present a program on February 6th on the Mormon Cricket Invasion in Crook County.
- There will be a chocolate baking contest on March 31st.
- An art exhibit from the Wyoming Art Museum will be on display through February.
- Bonnie is partnering with Kathy Bjornestad, elementary school librarian, on activities and events. The library staff will present a Readers' Theatre skit at the read-in at the elementary school on March 2nd.
- The Friends of the Library are planning their annual traveling bake sale for February 12th. Their annual open house luncheon will be during Natl. Library Week (April 12-18).

County Director:

- The County Board Training was held January 31st. Thanks to Tami Baron for organizing the training and to the library and foundation board members who attended.
- No news has been received about the status of the community building project in Moorcroft. The electrical outlets should be installed at the Hulett Branch Library on Monday, February 9th. Omega Computers has the new computers and will arrange dates to install them.

- The Foundation's mystery dinner in January was a success. They will probably do another mystery dinner in 2-3 years.
- The Mary Hadley Memorial Young Author's contest will be kicking off the week of February 9-13.
- A county-wide library staff meeting was held in Moorcroft in January. The staff met with the library board for strategic planning and received training on editing the new library website. The next meeting will be held in March.
- Staff evaluations will be conducted the week of February 9-13. Interviews for the job opening in Moorcroft have been held.
- Jill and Tami attended the Wyoming Library Assoc. Legislative Reception in Cheyenne. They also attended a library trustee training and Jill attended a WYLD network meeting.
- Jill discussed building issues with Randy Gill. They looked at issues that need to be addressed in the next budget request and include new windows in Sundance and the drainage issues in Moorcroft.

New Business:

Tami had presented the County Commissioners with the salary request for the FY2016 budget session at their January 2015 meeting. Discussion was then held regarding the boards desire to change Kim Heaster's present position to a branch manager's position and to pay her a comparable wage associated with that position for the other branch libraries. The 2015 budget would allow an increase in Ms. Heaster's salary but the library board needs to present the matter to the County Commissioners in hopes they will sustain approximately \$1,311.96 in future budgets. Marge made the motion to increase Kim Heaster's salary \$.51 per hour beginning with the March 2015 payroll and then another \$.51 per hour beginning with the September 2015 payroll if it appears the county commissioners will sustain the wage in future budgets, seconded by Hannah; motion carried.

Jill indicated the initial budget discussions would begin in May 2015 with the county commissioners. During the county-wide staff meeting, the employee's provided suggestions of ideas they would like to see included in the FY2016 budget. Suggestions included: Putting in new energy efficient windows at the Sundance Library along with moving the down spouts and improving the drainage problem at the front door of the library. The Moorcroft Branch Library is in need of having tree's removed from the area that are causing drainage issues and repairing the deteriorating ramp at the front of the building. The librarians would like to have iPads for the children's librarians in order for them to obtain APPS relating to children. The book drops in both Hulett and Moorcroft are in need of repair or replacement. A portable scanner was suggested for Hulett & Sundance. The Hulett Branch Library is in need of window blinds.

Discussion was held regarding the contract bid process for the janitorial and snow removal needs of the three (3) libraries. Ads will be placed in the three (3) county newspapers as well as on the library website and will run for two (2) weeks.

Discussion was held regarding the terms of Hannah and Maylee that will be up in June 2015.

Old Business:

Discussion was held regarding the electrical outlets. Nancy Bowles related the contractor will install the new electrical outlets on Monday, February 9, 2015.

Jill advised the board the new computers were in and would be installed in the near future.

The bank resolution and bank signature card will not need to be changed until a new board member is found to replace Tam Hedges. Discussion was held on whether the county library board had to have five (5) members on the board.

Executive Session for Personnel Reasons:

Tami requested the board enter into executive session at 3:04 p.m., seconded by Hannah; motion carried.

Executive session ended at 4:34 p.m.

Regular Meeting Back in Session:

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

Tami moved to hire Amanda Aspen in the position of Library Adult Services in Moorcroft at \$11.75 per hour with a \$.50 increase in May 2015 pending the results of her background check, seconded by Hannah; motion carried.

The discussion of policies was tabled.

The board members approved the County Employee Handbook Revisions and signed it.

The board reviewed the revised Director's Job Evaluation with Jill. Jill indicated items that she felt should remain as the County Librarians responsibility and those that should be moved to the branch librarian.

Discussion on the strategic planning project was tabled until the March meeting.

Review of Yearly Calendar:

Discussion of the yearly calendar was tabled until the March meeting.

Adjournment: There being no further business at this time Tami made the motion to adjourn the board meeting at 5:03 p.m.; seconded by Hannah; motion carried.

Future Meetings:

The next library board meeting will be March 5th, 2015 at the Sundance Library at 1:00 p.m.

Respectfully submitted by

Marge Myers, CCL Secretary

Maylee Baron-Kanode, CCL Chairwoman