

CROOK COUNTY LIBRARY BOARD MEETING

March 5, 2015

Crook County Library - Sundance

The Crook County Library Board met on Thursday, March 5, 2015 at the Crook County Library in Sundance. Board members present were Maylee Baron-Kanode, Tami Baron, Hannah Ista, Bob Smith and Marge Myers. Jill Mackey, County Librarian, Nancy Bowles, Hulett Branch Librarian, County Commissioner Steve Stahla and County Attorney Joe Baron were also present.

The meeting was called to order at 1:00 p.m. by Maylee Baron-Kanode, Chairwoman, and began with the Pledge of Allegiance.

Tami made the motion to approve the agenda as amended to add the following to Old Business: E. Strategic Planning, F. Sundance Library Ramp and Parking and G. FY2016 Budget; seconded by Hannah; motion carried and approved.

There was no correspondence.

Jill introduced Bob Smith as the new board member to the Crook County Library Board. Bob was appointed by the County Commissioners at their monthly meeting held on March 3rd, 2015.

The minutes of the February 5, 2015 regular meeting and the February 16, 2015 special meeting were reviewed. Tami moved to approve the minutes as presented, seconded by Hannah; motion carried.

The checklist of expenditures for March 5, 2015 was reviewed. Tami pointed out that check #17673 in the amount of \$27.93 which is made out to her is a reimbursement for a board meal purchased on February 16, 2015 when the board members met to discuss library policies. Marge made the motion to accept the checklist as presented, seconded by Hannah; Tami abstained, motion carried.

Jill reviewed the treasurer's report. It was noted 44.10% of the funding has been expended of the libraries county budget. Total operating funds stands at \$467,809.55 which includes the Lander's bequest. No money was used out of the reserve account to pay bills. It was noted the second Lander's bequest in the amount of \$191,408.08 had been received.

New Business:

Library Reports:

Hulett:

- Friends of the Library met on March 4th.
- Jim Palos built the library a new bookshelf for the library which is greatly appreciated.
- The library has a new large table which is sturdier and adjustable.
- The electrical outlets were installed in the library.
- The employees are waiting for a new refrigerator.

Moorcroft:

- Amanda Aspen has been hired as of February 10, 2015 as the adult services librarian.
- Amanda met with the Book Club ladies. They read “Wednesday’s Sisters”.
- Tanya added another baby story hour along with the one she already does on Wednesday’s. She is also doing another craft class on Thursday’s after school.
- The library received several donations in the way of movies and paperback books. The library is getting an abundance of paperback books and so the employee’s will be sorting through them and will send some to the VA.
- The employee’s developed a “Nancy’s Corner” in memory of Nancy Aars. There is a picture of Nancy which was donated by her daughter, Becca, and a quilt that Nancy had made. In addition, there is a rocking chair in the corner that belonged to a former librarian, Vivian Smith.

Sundance:

- The County Library in Sundance participated in the town’s Winter Festival on February 7th. The employee’s handed out book bags to kids and roasted marshmallows for those who came down around the library. Next year, the employees are planning on handing out book bags again and then have a table at the craft show to sell old paperback books.
- Rocky Courchaine presented a program on February 6th on the Mormon Cricket Invasion in Crook County with 25 people attending.
- The Sundance library co-sponsored the Read In at the elementary school with Kathy Bjornstad, elementary school librarian. They had 88 youth attended plus several parents.
- The Sundance library had a sleepover with 4th-8th grade girls of which 20 girls attended. Bonnie Stahla is planning on a tea party for the little girls in April and then will have some special event for the boys too in the near future.
- There will be a movie for the teens on Friday, March 6th.
- There will be a chocolate baking contest on March 31st.
- An art exhibit from the Wyoming Art Museum is on display in the Sundance library along with information from the State Multiple Sclerosis Association, and a quilt is on display that is being raffled off by the hospital.
- The Friends of the Library had their annual traveling bake sale and plans to purchase crayons for the library, prizes for the baking contest some new white tables for the meeting room along with a new refrigerator. Their annual open house luncheon will be during Natl. Library Week (April 12-18).

County Director:

- No news has been received about the status of the community building project in Moorcroft. Discussion was held regarding the need to address the Moorcroft City Council as to where their thoughts may lie at this point.
- The electrical outlets were installed at the Hulett Branch Library.
- Two replacement computers were installed at each library.
- A postage meter has been purchased for the library and the employees are waiting for its arrival. A \$500 online account has been set up for the purpose of printing postage bars for future library mailings.

- The Foundation members are reviewing their bylaws and will be sponsoring the Mary Hadley Young Author's contest again this year.
- The County Commissioners have been invited to a library presentation in April in conjunction with National Library Week. At the Commissioners meeting Jill was advised the health and dental insurance premiums will increase this next fiscal year. The Commissioners appointed Bob Smith to the library board at their meeting on March 3rd.
- The county staff meeting will be Monday, March 9th. Kim Heaster will conduct training on remote access to the new microfilm reader/printer so employees will be able to assist patrons.
- The annual library spring cleaning will be held March 23-27. The Sundance library plans to be closed that week; Hulett was unsure at this time and Moorcroft will close for a few days and will also do some inventory.
- Humanities programs scheduled for the three (3) libraries include: "Colonel Tim McCoy: Wyoming Adjutant General and Cowboy Movie Star" in April, and Bill Rossiter will present "Railroad Songs" in September.
- The new employee in Moorcroft is doing well.
- The libraries are planning their summer reading programs.

Old Business:

County Attorney Joe Baron discussed the proposed Hulett Library lease between the Crook County Library Board and the Greater Hulett Community Center (GHCC). The lease will be for a 15 year period with the rental agreement noting the monthly rent payments will be \$1,000/month for the first 5 years, \$1,100/month the second 5 years and \$1,200 the third 5 years. The rent will include the water, sewer, garbage and electricity. The Crook County Library Board will be responsible for the telephone, internet and janitorial services for the library. Any additional improvement or upkeep within the library area will need to be addressed with the GHCC for approval. The agreement will need to be signed initially by the Crook County Library Board and then the GHCC and the Town of Hulett. The lease then needs to be presented to the County Commissioners for their review and final approval after which the lease will be recorded with the County. Tami made the motion to sign the lease as presented between the Crook County Library, the GHCC and the Town of Hulett for the Hulett Library as proposed, seconded by Hannah; motion carried.

County Attorney Joe Baron addressed the Public Library Endowment Challenge Program as set up in 2010 and the need to address the investment of the restricted endowment funds and the unrestricted endowment funds. ~~There will be two (2) signed agreements between the Crook County Library Board and the Crook County Library Foundation. One of which will pertain to the restricted endowment funds and the other will pertain to the unrestricted endowment funds. And then in turn, two (2) agreements will need to be signed between the Crook County Library Foundation and the Wyoming Community Foundation pertaining to 1) the investment of funds that will be restricted and 2) for those funds that will be unrestricted. The Attorney presented a letter with four agreements. The first agreement was between the Crook County Library Board and the Crook County Library Foundation to deposit endowment funds with the Wyoming Community Foundation. The second agreement was between the Crook County Library Foundation and the Wyoming Community Foundation for the investment of restricted endowment funds. These two agreements will make up the agreement between the Crook County Library Board and the Crook County Library Foundation for the \$145,000 private donation and the remaining \$418,189.03 3 to 1 state challenge program match, totaling up to \$563,189.03 that will be invested with the Wyoming Community Foundation.~~

The Attorney then presented a draft of the third agreement between the Crook County Library Board and the Crook County Library Foundation for the investment of restricted endowment funds already invested by the Crook County Library Foundation totaling approximately \$472,849.16. The fourth agreement is between the Crook County Library Foundation and the Wyoming Community Foundation for the investment of unrestricted funds.

The Foundation will meet Thursday, March 19th in Moorcroft at which time these agreements will be discussed with the foundation board members. Maylee, as chairman, signed the first agreement between the Crook County Library Board and the Crook County Foundation Board which is in regards to the investment of restricted endowment funds. The Crook County Library Board will hold the Lander bequest monies until after all agreements have been signed in regards to investing these monies.

The library board needed to sign a new bank resolution and signature card since Bob Smith has been appointed as a new member to the library board. Marge made the motion to approve the board members signing a new bank resolution with the Sundance State Bank for the purpose of approving the payment of salaries to the library employees via electronic fund transfers, seconded by Hannah. The board members were individually polled for their vote: Marge – yes, Hannah – yes, Tami – yes, Bob – yes, and Maylee – yes. It was a unanimous vote and the motion carried. Tami will take the signed resolution to the bank.

Hannah, then, made the motion that all current board members sign a new bank signature card and be allowed to have a “view only” capability of the library bank account online, seconded by Bob; motion carried. A new password will be obtained by Tami from the bank for this purpose.

Tami advised the board that County Attorney Joe Baron was reviewing the library policies as proposed at the special meeting on February 16, 2015. Joe is working on some incorrect wording that is in the policies and then will give the policies back to Tami and Hannah to check for grammar and spelling errors. It is hoped the policies will be ready for public comments in the near future and then finalized by June 2015.

Discussion was held regarding the need to finalize the Strategic Planning project. Items were brought to light that need to be added to the plan. Hannah made the motion that the matter be tabled until the April meeting, seconded by Tami; motion carried.

Jill received a copy of some plans drawn up by Architect Kyle Gillette for the Sundance library parking lot area and handicap ramps and then for the proposed street parking. She related she had just gotten them and needed to review these plans with Randy Gill, [County Custodian Facilities Maintenance Foreman](#). It was suggested that the southwest corner of the parking lot area (between the library and the Public Health Clinic) possibly could be utilized for bike racks which could curtail the problem of having bikes up by the library door and along the sidewalk areas. Discussion was held regarding the possibility of having handicapped parking along the north side of the library near the meeting room door.

Jill reported she is preparing the initial budget for the County Commissioners and the board will need to review it at the April meeting. Her plans are to submit the salaries and the steps for possible increases for the employees as set up by her and the board in the past year. Tami requested the employees’ salaries be broken down as to hourly wages.

Discussion was held on the drainage problem and ramp deterioration at the Moorcroft Branch Library. Jill allowed Randy Gill is still looking into what can be done.

Discussion on the new website. Jill indicated it is connected up to the branch libraries but not to the county. It has not been set up with links to the state website as of yet either.

Executive Session:

Tami requested the board enter into executive session for personnel reasons at 3:41 p.m., seconded by Bob; motion carried.

Executive session ended at 4:20 p.m.

Regular Meeting Back in Session:

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

Tami moved to make Kim Heaster the Sundance Branch Manager and to pay her \$12.94 per hour effective April 1, 2015, seconded by Hannah; motion carried.

Jill advised the board she had been contacted by all the individuals currently involved in janitorial and snow removal for the three (3) libraries but had no other inquiries. The deadline is March 6, 2015.

Review of Yearly Calendar:

Bob will get the library board training DVD and will review it on his own.

Adjournment: There being no further business at this time Tami made the motion to adjourn the board meeting at 4:42 p.m.; seconded by Hannah; motion carried.

Future Meetings:

The next library board meeting will be April 7th, 2015 at the Moorcroft Branch Library at 1:00 p.m.

Respectfully submitted by

Marge Myers, CCL Secretary

Maylee Baron-Kanode, CCL Chairwoman