

CROOK COUNTY LIBRARY BOARD MEETING

April 7, 2015

Moorcroft Branch Library

The Crook County Library Board met on Tuesday, April 7, 2015 at the Moorcroft Branch Library. Board members present were Maylee Baron-Kanode, Tami Baron, Bob Smith and Marge Myers. Jill Mackey, County Librarian, Nancy Bowles, Hulett Branch Librarian, and Pam Jespersen, Moorcroft Branch Librarian were also present. Hannah Ista was unable to attend this meeting.

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

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

There was no correspondence nor were there any introductions.

The minutes of the March 5, 2015 regular meeting were reviewed. Some members had received a copy of the minutes that were in a draft format and others had a copy of the minutes that were the final draft. Tami moved to approve the minutes that were submitted as the final draft, seconded by Bob; motion carried. Marge will see that Jill receives a copy of the final draft for filing.

The checklist of expenditures for April, 2015 was reviewed. Tami pointed out a few errors that had been corrected after her review of the invoices. Marge made the motion to accept the checklist as presented, seconded by Bob; motion carried. A discussion was held concerning the employee's purchasing books for their own personal book collections when the librarians order books for the library or any library programs. It was brought to light that some book companies may not approve of selling books at discount for personal collections and should be asked prior to placing the order. It was decided that in the best interest of the library the employee's will not be allowed to purchase books for personal reasons when placing library orders. Tami will add this to the policies that are being worked on presently.

Jill reviewed the treasurer's report. It was noted 47.58% of the funding has been expended of the libraries county budget. Total operating funds stands at \$436,184.87 which includes the Lander's bequest. No money was used out of the reserve account to pay bills. Bob made the motion to accept the treasurer's report as presented, seconded by Marge. Motion carried.

Library Reports:

Moorcroft:

- The employees are packing up paperback books for the VA.
- Tanya had two Easter egg hunts – one in the morning and one in the afternoon. They made paper machete eggs and decorated them.
- The book club will meet on April 16th and they are reading “The Sunflower” by Richard Paul Evans.
- A new baby story time has been added on Thursday mornings along with a new craft class held after school on Thursdays.

- Story hour is held on Wednesday at 10 a.m. with the Baby Story Hour for those 6 mos. to 3 years held at 11:15 a.m.
- The DFS is sponsoring several parenting classes being held at the library.
- A young student is having to do community service and is helping Tanya.
- The employees have been organizing and sorting in preparation for National Library Week.

Hulett:

- Friends of the Library met on March 4th. They will donate towards the summer reading program supplies.
- Echo is still doing Tuesday morning story time and has about 1-6 kids. She also goes to the school and reads every day to at least one class of K-6.
- The Lego movie was shown on early-out Friday on March 6th with 15 kids in attendance.
- Book Discussion Night was on March 9th with the group of 4 discussing “The Pirate King” by Laurie R. King. “Unbroken” by Laura Hillenbrand was handed out for April’s discussion.
- The Crafty Stitcher’s donated quilts they made for the kids to use while watching the movies.
- The Hulett library has a new refrigerator.
- This month’s contest was “Guess the Book Title”. Pages of a Harry Potter book were shredded in a jar. It was a big hit and almost everyone guessed it so a winner was drawn on April 1st and the Easter Basket went to Ted Bears.
- The employees have been busy weeding out books for a sale on April 16th and 17th, doing inventory and cleaning the shelves in the Adult Non-Fiction area of the library.

Sundance:

- The County Library in Sundance was closed the week of March 23-27 for spring cleaning. The employees did some weeding of books.
- Herb Robinson took the old copier that has sat around Jill’s office; four computers (that were cleaned out of all files and programs); and the old microfilm/printer/reader.
- The library still needs some carpet cleaning and the windows washed.
- The employees had a Chocolate Baking Contest on March 31st and only had 2 entries. There was a request for a kids baking contest.
- There were 50+ kids and adults at the Easter story time.
- The Friends of the Library have purchased a new refrigerator for the library meeting room that will be installed in the near future. They also provided the prizes for the baking contest. The FOL Spring Luncheon and library open house will be April 17th. The county commissioners have been invited to attend.
- The elementary school kids will be coming to tour the library during Natl. Library week.
- Bonnie Stahla is planning on a mermaid tea party for the little girls in April.
- Kim Heaster is in training for her transition to Sundance Branch Librarian. She is currently working on her library media endorsement. Jill will be looking into the possibility of Kim doing her internship within the Sundance library under Bonnie Stahla’s supervision while doing her regular job.
- The LCD projector quit working and a new one is on order at a cost of \$500.

County Director:

- Jill traveled to each library at least once per week during the month of March. She also attended three (3) county commissioners meetings and held the quarterly staff meeting.
- Jill is helping the Library Foundation set up Quickbooks and inputting their chart of accounts.
- The foundation signed the agreement with the board and the agreement with WCF for the investment of the restricted endowment funds.
- The County Commissioners haven't made any decisions as to whether or not they will pay the increase in the health insurance and the retirement fund or let it fall on county employees to pay.
- County Attorney Joe Baron is working on a policy dealing with email retention for the counties.
- The postage meter purchased from Pitney-Bowes arrived but there are some issues with doing lower library media rates online. It can be more expensive if they continue with the postage meter. Jill has discussed this with the local post mistress and they can do the lower media rate at the post office but they would have to use the credit card to do so. Letters can still be sent through the court house. Jill was instructed to look into a second credit card at the bank for postage only.
- The old website has been removed from the state server with a link to the new website.
- Jill will be attending a library director' work session in Buffalo on April 22-24 and then will be taking her vacation May 9-22.
- The Health Fair is scheduled for April 25th and the library will have a booth with literature to share with the public.
- When the library purchased the microfilm reader printer, Jill had requested additional funding to purchase the rest of the microfilm of the old papers in the county. She ordered all the microfilm for the newspapers the library is lacking. Due to the fact that papers will not be archived on microfilm in the near future, Jill added funding in the FY2016 budget for the possibility of binding the local newspapers for archive purposes.

New Business:

The board was left without a vice-president due to being short one board member since August. Tami made the motion to appoint Bob as the vice-president, seconded by Marge; motion carried.

At a recent school board meeting, the school officials were interested in knowing if there was any entity that might be interested in the elementary school after it is abandoned. Tami attended the meeting and voiced the library might be interested as there is a need for more room at the present Sundance library.

Old Business:

Jill reported the first agreement between the Crook County Library Board and the Crook County Library Foundation to deposit endowment funds with the Wyoming Community Foundation was approved and signed by the Crook County Library Foundation Board at their last meeting. The second agreement between the Crook County Library Foundation and the Wyoming Community Foundation for the investment of restricted endowment funds was also signed. These two agreements

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 which is the 3 to 1 state challenge program match, totaling up to \$563,189.03 that will be invested with the Wyoming Community Foundation. A question as to where these two (2) agreements need to be filed was brought up. Tami made the motion to approve the signing of check #17642 and release the Landers Bequeath in the amount of \$145,000 to the Crook County Library Foundation, seconded by Bob; motion carried.

Discussion was held regarding the Hulett Lease for the Hulett Branch Library. Jill related she did not know whether the City of Hulett or the GHCC had it but will do some follow-up on it.

Jill reported that she, Pam and Maylee attended a recent Moorcroft City Council meeting for the purpose of seeing if the council was still pursuing the purchase of the Moorcroft elementary school and were still proposing to have a place for the Moorcroft Branch Library after the refurbishing of it. This was due in part to Jill's working on the FY2016 budget for the county commissioners. Although there was some interest by the town council to pursue the project, it has been reported the Moorcroft City Council has not signed any agreements with the school district to follow through with such plan.

Discussion was held regarding as to whether any contractors expressed interest in repairing the ramp at the Moorcroft Branch Library.

Jill brought a new signature card from the Sundance State Bank for the board members to sign since Bob was appointed as a new member to the library board. Tami also brought new information for the board members that allow them to have a "view only" capability of the library bank account online.

Discussion was held on adding Kim Heaster to the library Visa card now that she has been promoted to a branch librarian position. A motion was made by Bob, seconded by Marge to add Kim's name to those who may use the library Visa card.

Jill advised the board she had received the contracts from Whispering Pines for doing the cleaning at the Sundance library, KAP for snow removal at the Moorcroft library and Josh Idler who provides snow removal at the Sundance library for FY2016 in March and had their contracts ready for the board's approval and signatures. Bob made the motion to approve the signing of the contracts with Whispering Pines, and KAP, seconded by Tami; motion carried. Jill will bring Josh Idlers contract next month. There were no changes in their requests. Still waiting for the return of the contracts for janitorial services at the Hulett and Moorcroft libraries.

Discussion and review of the proposed FY2016 budget was held. Tami made the motion to ask the county commissioners for permission to transfer \$3,000 from the emergency line item into the line item for the purchase of the window blinds for the Hulett library, seconded by Bob; motion carried.

Tami advised the board Hannah was reviewing the library policies for any grammatical errors. The matter was tabled until the May meeting.

Discussion was held regarding the need to finalize the Strategic Planning project. It was voiced that perhaps the board should add "customer service" to the plan. Tami will contact Hannah

Swanbom about setting up a time between May and July that she can skype in with the board members.

Adjournment: There being no further business at this time Tami made the motion to adjourn the board meeting at 4:41 p.m.; seconded by Marge; motion carried.

Future Meetings:

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

Other dates to remember are:

WY Reads at Devils Tower is scheduled for May 19th.

Library Board Meeting on June 2nd, 2015 at 1:30 p.m. in Sundance after the County Commissioners meeting that is scheduled for 1:00 p.m.

Library Board Meeting for budget purposes in Sundance on June 25th. Plan to work on policies at 10 a.m. with meeting to follow.

Respectfully submitted by

Marge Myers, CCL Secretary

Maylee Baron-Kanode, CCL Chairwoman