

CROOK COUNTY LIBRARY BOARD MEETING

June 2, 2015

Crook County Library in Sundance

The Crook County Library Board met on Tuesday, June 2, 2015 at the Crook County Library in Sundance. Board members present were Maylee Baron-Kanode, Tami Baron, Bob Smith and Marge Myers. Jill Mackey, County Librarian, Kim Heaster, Sundance Branch Librarian, Nancy Bowles, Hulett Branch Librarian, and Pam Jespersen, Moorcroft Branch Librarian were present for the afternoon session. Hannah Ista was unable to attend this meeting (excused absence).

The meeting was called to order at 10:01 a.m. by Maylee Baron-Kanode, Chairwoman, and began with the Pledge of Allegiance.

The board members began the meeting by reviewing both the library policies and the library personnel policies that were generated in conjunction with the county policies.

The board recessed for the lunch period at 11:16 a.m. and resumed after meeting with the County Commissioners at 1:00 p.m.

The board meeting resumed at 2:02 p.m.

The County Commissioners reappointed Maylee for another term and appointed Paulie Jolley to fill the Hulett position effective July 1, 2015.

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

Library Reports: Kim's help was needed in the library so the board began with library reports.

Sundance:

- The library hosted Denise Wheeler author of "Pioneer Women". Eleven individuals were in attendance.
- There were 6 children's programs in the library during the month of May with a total of 81 kids and 27 adults attending.
- The Wyoming Reads/Crook County Reads program was May 19th at Devil's Tower with 96 first graders and 30 adults attending. The program was for all Crook County 1st graders.
- The summer reading kickoff was June 1st with 28 kids and 10 adults attending. So far 36 kids have signed up for the summer program. The activities will include preschool through 6th grade on Tuesday and Wednesdays, family movie and popcorn on Thursdays and an Outdoor Family Movie on June 29th at 8:31 p.m.
- Lego Guy Curtis Monk will present a program on June 24th at 10 a.m.
- There was a "May-ish" phrases contest in May. Rebecca Dulaney was the winner. There will be a weekly contest for "Escape the Ordinary" in June.
- The adult summer reading program will consist of a) American Heroes quiz, b) Heroes Round the World match, c) Literary Heroes quiz, and d) Classical Heroes crossword.
- There also will be book reviews for contest entries.
- The Lunch Bunch and Feeders Readers discussion groups have recessed for the summer.

- The Friends of the Library met at Jeanette Smith's house in May.

Moorcroft:

- Moorcroft Chamber hosted a Spring Fling which was a town's clean-up day.
- Mandy hosted the book club on May 21st. They read Mary Ann Shatler's "The Guernsey Literary: Potato Peel Pie Society". This month they are reading Martin Pistorius's "Ghost Boy". Mandy is hosting about 5-6 ladies every week.
- Tanya has had lots of tykes in for baby story hour and regular story hour. The regular story hour averages about 15 every week. They make a craft every week, listen to stories and watch a film strip.
- The library and the West Texas Trail Museum hosted Denice Wheeler. They had 12 people attend.

Hulett:

- They had a May Day Tea Party with about 20 ladies present. Prizes were awarded for the top 2 hats. Cowboy music was performed by the Alzada School.
- The Friends of the Library met on May 4th for the last time until fall.
- The Book Discussion Group met on May 11th and discussed the book "Ordinary Grace" by William Kent Krueger. The book "Empty Mansions" by Bill Dedman was handed out for next month.
- They showed "Big Hero Six" for the early-out Friday on May 15th. Twenty kids attended. This was scheduled to be the last movie for the year but the kids were inquiring as to when and what the next movie would be. The library staff may do a monthly movie during the summer.
- Denice Wheeler presented her program on "Pioneer Women: Midwives, Doctors and Healers" on May 28th. Sixteen guests attended and she sold over \$300 in books.
- The library staff has finished weeding out the adult non-fiction books and will begin weeding out the juvenile non-fiction books.

County Director:

- Jill was on a 2-week vacation during the month of May but attended several meetings prior to and after her return.
- The Moorcroft building project is up in the air. Attorney Mark Hughes has indicated there is a signed agreement between the Crook County School District and the Moorcroft City Council regarding the purchase of the old elementary school. The library board needs to determine what needs to be done as far as repairs on the present Moorcroft library building. The recent rains are causing problems with mud and water at the basement door. The Randy Gill will discuss the matter with the County Commissioners this week.
- The county staff meeting will be June 15th in Sundance.
- The WYLD annual meeting is in Casper this week. The concerns are the retirement of directors and the loss of "institutional knowledge".
- The County Commissioners are discussing whether to allow county offices to accept payments with credit cards. The library staff has been approached about paying fines and fees with credit cards in the past.

- There will be three (3) openings on July 1st on the Library Foundation Board. The Foundation Board reviewed their bylaws with County Attorney Baron at their last meeting.
- Jill reviewed the statistics of usage for all three library libraries in the county.

In regards to correspondence, Jill advised the board she had received two letters and 2 checks advising the board of the final distribution of the Landers Bequest.

The minutes of the May 7, 2015 regular meeting were reviewed. Marge made the motion to accept the minutes as presented, seconded by Bob; motion carried.

The checklist of expenditures for June 2, 2015 was reviewed. Discussion was held regarding check #17839 being listed as “miscellaneous”. It was explained that the check was payment of the VISA card and would require a lengthy list of line items. Marge made the motion to accept the checklist, as presented, seconded by Bob; motion carried.

Jill reviewed the treasurer’s report. It was noted 90.67% of the funding has been expended of the libraries county budget. Total operating funds stands at \$370,681.87. 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. It was noted the library received a total of \$193,562.94 from the Landers bequeath.

New Business:

Maylee inquired about the purchase of a 2-drawer locking file cabinet for the board’s usage. Bob made the motion, seconded by Marge, for Jill and Tami to request a budget amendment from the county commissioners to be taken from the emergency funding of the FY2015 budget in the amount of \$210.00 for the purchase of a black, 2-door locking file cabinet from Quill. Motion carried.

Tami made the motion the board make a request to the County Commissioners for the release of the libraries unanticipated funds (from the Landers Bequeath) to the board so they in turn can release them to the Crook County Library Foundation who will invest the funding with the Wyoming Community Foundation, seconded by Marge; motion carried.

Old Business:

Jill noted that an additional \$5,000 was added to the 300 series of the proposed FY2016 budget for the purpose of upgrading the internet system.

Other old business included:

Spearfish Seamless Gutters is to meet with Randy Gill and discuss what is needed at both the Sundance and Moorcroft libraries.

Doorknobs for the Sundance Library restroom area need to be replaced to make the library ADA compliant.

Changing stations are in and need to be installed at both the Sundance and Moorcroft libraries.

The blinds for the Hulett library were approved by the Fire Marshall. The staff will contact the Blind Guy Store and set up an appointment to have them installed.

Jill hasn't gotten the libraries setup on Facebook so all staff members can have access to it.

The necessary paperwork for obtaining four (4) credit cards for postage usage only has been submitted. Jill stated the credit cards haven't arrived as of yet. The board reminded Jill the credit cards should be 1) imprinted with "postage only"; 2) request a different background picture on these cards vs. what the library presently has; and 3) request that payment on this credit card be due on or around the 20th of each month.

The library policies were reviewed during the morning session. Tami will submit the "Notice of Intent to Hold a Public Hearing To Adopt New Policies for the Crook County Library System" to the local newspapers on June 3rd, 2015; and have Jill copy the proposed policies 1) for each library staff member, 2) for each library, and 3) for each of the county commissioners. These policies will be available for public comment for 45 days. The public hearing is slated to be on July 28th at 4 p.m. at the Sundance Library. All libraries will close at 3 p.m. on July 28th in order for all staff members to attend the public meeting.

Tami moved to approve the new personnel policies for the CCL staff and to repeal all existing personnel policies, seconded by Bob; motion carried. Copies of both policies will be given to the library staff at their Staff Meeting on June 15th. There will be a page added to the policies for the staff members to sign stating they have received the new policies. Both the library policies and the library personnel policies will be in addition to the County Policies.

Finishing the guidelines for the libraries was tabled.

The board will skype with Hannah Swanbom to discuss the Strategic Planning project on Thursday, June 25th at the Sundance Library beginning at 10 a.m. followed by a regular business meeting.

Adjournment: There being no further business at this time Tami made the motion to adjourn the board meeting at 3:20 p.m.; seconded by Marge; motion carried.

Future Meetings:

July 2, 2015 – Crook County Library Board Meeting in Hulett at 1 p.m.

August 6, 2015 – Crook County Library Board Meeting in Moorcroft at 1 p.m.

Respectfully submitted by

Marge Myers, CCL Secretary

Maylee Baron-Kanode, CCL Chairwoman