

CROOK COUNTY LIBRARY BOARD MEETING

July 2, 2015

Hulett Branch Library

The Crook County Library Board met on Thursday, July 2, 2015 at the Hulett Branch Library in Hulett. Board members present were Maylee Baron-Kanode, Tami Baron, Paulie Jolley, Bob Smith and Marge Myers. Employees present were Jill Mackey, County Librarian, Kim Heaster, Sundance Branch Librarian, and Nancy Bowles, Hulett Branch Librarian.

The meeting was called to order at 1:01 p.m. by Vice-Chairman Bob Smith as Maylee Baron-Kanode, Chairwoman, was running late. The meeting began with the recitation of the Pledge of Allegiance.

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

There were no introductions or correspondence at this time.

While waiting for Maylee, the board members began hearing reports from the librarians. Maylee entered the meeting at 1:06 p.m. and continued with the meeting.

Library Reports:

Sundance:

- Seventy-seven kids registered for the summer reading program.
- The Sundance summer reading program kicked off June 1st with 28 kids and 10 adults attending.
- The elementary summer school came 3 Tuesday mornings for a story and an activity. There were 38 students and 4 teachers participating.
- Activities for 2nd-6th graders were on Tuesday and Wednesday afternoons with the total attendance being 115 kids participating in 9 days of activities.
- The activities for the preschoolers through 1st grade kids were on Wednesday mornings. One hundred twenty-two (122) kids and 42 adults participated over 4 days of activities.
- The library sponsored a movie with popcorn on Thursdays. The last one was held July 2nd. There were 42 kids and 4 adults who participated during the June movie afternoons.
- Lego Guy Curtis Mork was at the library on June 24th. There were 90 kids and 21 adults who participated in the presentation.
- A “Hero in Me Talent Show” was held with 17 kids and 4 adults participating. The kids did everything from dancing, reciting their ABC’s, somersaults, sharing a drawing, spinning, to walking on their tippy toes.
- The outdoor movie held at sunset was on June 29th with 14 kids and 5 adults attending.
- The library sponsored weekly contests for “Escape the Ordinary” during the summer adult reading program. Winners so far are Joyce Speidel, Lynelle Follum, and Rebecca Dulaney. The participants filled out either a book review or a “heroes” quiz/crossword. There are 3 more weeks of drawings.
- Quilts are being collected for the library’s annual quilt exhibit during July and August.
- The Friends of the Library are not meeting during the summer.

Moorcroft: Pam was on vacation so Jill and Maylee related what they knew of what was happening in Moorcroft.

- Their summer reading program kicked off on June 22nd.
- The Lego Guy Curtis Mork visited the library and the Hero Guy was there on July 1st.
- The story time is going well.
- There are still problems with the water coming in the basement.
- July calendars were handed out to the board members.

Hulett:

- Echo and Nancy have been getting ready for the summer program, “Every Hero has a Story”. They are calling it “Super Hero Training”. The 2 librarians watched a couple of webinars in regards to summer reading.
- The book discussion group met on June 8th with 5 people participating. They discussed the non-fiction book “Empty Mansions” by Bill Dedman. The next book is “A Secret Gift” by Ted Gup.
- The library sponsored a Branding Photo Contest. There were 11 pictures entered in the contest and the public voted on the pictures until June 30th. Darla West won 1st place and 2nd place with two of her pictures. Raenell Edsall-Taylor took 3rd place and Sonnie Neiman and Debra Snook received honorable mentions. The library employees are planning to have the photo contest again next year with the theme being pictures of Devils Tower. The Devils Tower KOA has offered to supply the prizes.

County Director:

- Jill reported on the many meetings she attended during the month of June.
- The drainage issue in Sundance can’t be resolved with rerouting the gutters so Randy will reevaluate the situation. Randy Gill is still considering drainage solutions, gutter repairs and placing gravel on the side parking lot in Moorcroft. The window blinds were being installed in Hulett during this particular meeting.
- Jill turned in the final budget with the requested changes to the County Commissioners on June 1st.
- The Foundation has a new member, Mary Heinert, and still has 2 openings. County Attorney Joe Baron is reviewing the revised bylaws. The foundation received donations for periodicals and children’s books were purchased from the Erin Rogers Memorial.
- Upcoming programming included the quilt show at the Sundance library; Wyoming author Cat Urbigkit will be at the fair this year; and then there are 4 cemetery walks scheduled for this summer: Mt. Moriah on July 10th, New Haven Cemetery on July 24th, Green Mountain Cemetery in Sundance on August 14th and Green Mountain Cemetery in Weston County on August 28th.
- Jill reviewed the statistics of usage for all three library libraries in the county.

The minutes of the June 25, 2015 regular meeting were reviewed. Tami made the motion to accept the minutes as presented, seconded by Bob; motion carried. It was suggested that in the future resolutions be attached to the minutes rather than included in the minutes.

The checklist of expenditures for June 30, 2015 was reviewed. Marge made the motion to accept the checklist, as presented, seconded by Bob; motion carried.

Jill reviewed the treasurer's report for June 30, 2015. It was noted 95.61% of the funding was expended of the libraries FY2015 county budget. Total operating funds stands at \$215,346.79 for the fiscal year. No money was used out of the reserve account to pay bills. Paulie made the motion to accept the treasurer's report for June 30, 2015 as presented, seconded by Bob. Motion carried.

Discussion was held regarding the possibility of purchasing air conditioner units similar to what motels use.

The checklist of expenditures for July 2, 2015 was reviewed. Jill noted the \$190.50 for the Sundance Times was for the public hearing notices for the library policies that will be held July 28, 2015. She also noted the rent for the Hulett library increased as of July 1st as per the new agreement. Bob made the motion to accept the July 2, 2015 checklist, as presented, seconded by Marge; motion carried.

Jill reviewed the treasurer's report for July 2, 2015. Total operating funds stands at \$211,772.70 for the new fiscal year. No money was used out of the reserve account to pay bills. Paulie made the motion to accept the treasurer's report for July 2, 2015 as presented, seconded by Bob. Motion carried.

New Business:

Election of officers was held: Maylee was nominated as Chairwoman by Tami, seconded by Marge; motion carried. Bob was nominated as Vice-Chairman by Maylee, seconded by Paulie, motion carried. Marge was nominated as Secretary by Paulie; seconded by Maylee; motion carried. Tami had been elected as Treasurer at the June 25, 2015 regular board meeting. Discussion was held on the possibility of having a rotating liaison for the Foundation Board. The member(s) who live in the town where the foundation meeting is being held could attend the foundation board meeting instead of just one assigned board member.

Discussion was held as to whether the library board meeting should continue to be held on the first Thursday after the first Tuesday at 1 p.m. as previously done. The board members were in favor of keeping the meetings as they have been in the past.

Jill inquired as to doing the annual board orientation. It was noted that some of the board members had attended the board training put on by the County Commissioners earlier in the year. It was suggested Bob and Paulie review the library orientation video as their own time allows.

Since it is a new fiscal year and the library board has a new board member the board members needed to approve the signing of a resolution for the purpose of authorizing Jill to use electronic withdrawals for payroll purposes. After Tami read the resolution, Bob made the motion to accept the resolution as read and to approve the signing of the resolution by means of a roll call vote, seconded by Marge; motion carried. Maylee called each members name with the board voting as follows: Tami – yes; Paulie – yes; Marge –yes; Bob – yes; and Maylee – yes. Board unanimously approved the signing of the resolution and reauthorize electronic withdrawals for payroll purposes. Tami signed the resolution. Jill will take the resolution to the bank and will attach a copy of the resolution to the minutes.

Old Business:

Jill reiterated that she had turned in the final budget proposal to the County Commissioners on July 1st. The board was advised that an additional \$1400 was added to the utilities line item in case the utility companies raise their rates over the next fiscal year. The County Commissioners will hear public comments on the budget at 9:00 a.m. on July 20th.

Other old business included:

Doorknobs for the Sundance Library restroom area are on order.

Changing stations are in and need to be installed at both the Sundance and Moorcroft libraries. Jill notified Randy Gill regarding the installation and hopes they will be installed by the end of July.

Randy will also discuss the basement flooding problems at the Moorcroft library with the County Commissioners.

Jill hasn't gotten the library administrative page setup on Facebook.

The staff has received the four (4) credit cards obtained for postage purposes. Jill advised the board the library needs to expend the money that was set-up at the courthouse for utilizing the county mailing system prior to using the credit cards.

The library policies were reviewed by the library employees at their quarterly staff meeting in June and suggestions and concerns were presented to the board for review. These policies are available at this time for public comment for 45 days. The board will take these suggestions and concerns under advisement and will give thought regarding any changes to the policies at the public hearing on July 28th.

The board reviewed suggestions and concerns in regards to the personnel policies. Tami will re-type the policies and make the changes as discussed and email them out to the board. The board will review and vote on the changes as discussed at the next regular board meeting to be held on August 6th. Discussion was held on the employee's using Face Time on August 6th if need be in order to be in attendance at the board meeting.

The Strategic Plan has been completed and Hannah Swanbom has forwarded the completed plan which was emailed out to each board member. It was noted that there needs to be a change regarding repairs at the Sundance Library. Jill will make those changes on the plan. Discussion was held regarding putting the information on a tri-fold bulletin and being put out for public information.

Discussion was held regarding the Hulett library employees working on Biker Wednesday which is August 5th. Tami made the motion to close the Hulett Library on Biker Wednesday, August 5th, for the safety of the staff and included with that motion that if there are any of the other branch library managers who have any safety concerns for that day then they may close also, seconded by Paulie; motion carried. Jill inquired as to this being a paid day for the staff on August 5th since the board is making it a mandatory day off and Maylee stated that because the board is mandating the closure it is a paid day.

The Sundance Library is having a Dominoes program on July 23rd and requested they be able to close the library to the public for the purpose of allowing the kids to set up the books for a domino effect that will be open to the public on July 24th. Bob made the motion to allow the Sundance Library to close to the public on July 23rd, seconded by Tami; motion carried.

Adjournment: There being no further business at this time Bob made the motion to adjourn the board meeting at 4:34 p.m.; seconded by Paulie; motion carried.

Future Meetings:

- Public hearing is slated to be on July 28th at 4 p.m. at the Sundance Library.
- 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