

CROOK COUNTY LIBRARY BOARD MEETING
Tuesday, August 11, 2015
Moorcroft Branch Library

The Crook County Library Board met on Tuesday, August 11, 2015 at the Moorcroft Branch Library. Board members present were Maylee Baron-Kanode, Bob Smith, Paulie Jolley, and Tami Baron. Jill Mackey, County Librarian; Pam Jespersen, Moorcroft Branch Manager; Nancy Bowles, Hulett Branch Manager; and Kim Heaster, Sundance Branch Manager were present. Mary Kuhl, Crook County Treasurer was our guest. Board member Marge Myers was absent (excused absence).

The meeting was called to order at about 1:33 p.m. by Maylee Baron-Kanode, Chairwoman, and began with the Pledge of Allegiance.

AGENDA

Tami made a motion to add Personnel Policies and Worker's Compensation under old business and to change the arrangement of the agenda to let our Crook County Treasurer, Mary Kuhl, go first. Bob seconded the motion. Motion carried and approved.

NEW BUSINESS

A. Guest – Mary Kuhl, Crook County Treasurer, informed the board about severance tax. This tax is paid to the department of revenue. The American Colloid Company had a large change in its valuation of taxes and it will affect our library revenues. We need to pay a part of this back out of our budget in the amount of \$6459.37. We went over the timeline to pay this back. Tami suggested we pay it back in three installments with 30% from September, 20% from November, and 50% from December. We also discussed if we could pay the total amount back in September. Jill will look over the budget and let Mary know if September will work or if we do need to do the three installments.

New business suspended to go back to the regular agenda. New business will resume after reports.

CORRESPONDENCE

There was no correspondence.

MINUTES

A motion was made by Tami to accept the minutes from the July 2, 2015 and the July 28, 2015 meetings; seconded by Bob; motion carried and approved.

CHECKLIST/TREASURER'S REPORTS

The checklist of expenditures for July 2015 was reviewed. Tami asked that with the mileage voucher to remember to put the date of the trip on the voucher. Tami also informed the board that there are two gas bills for Sundance because the company changed hands in the middle of July. Motion was made by Paulie to accept the checklist; seconded by Bob; motion carried and approved.

Jill reviewed the treasurer's report. A motion was made by Bob to accept the Treasurer's report; seconded by Paulie; motion carried and approved.

LIBRARY REPORTS:

Moorcroft Library Report (Pam Jespersen)

Mandy is hosting Book Club once a month and having about 7 people attend; they are reading Roof Tops of Tehran by Mahbod Serji.

Cindy has been working on relabeling all of the CD'S and DVD'S, we are getting ready to move all the J and YA's upstairs.

Tanya is doing story hour a week and 2 craft classes. The baby story hour will start again this fall we are getting ready for school to start and all of the programs will be in full swing in Sept.

Attached to the end of the minutes is the detailed youth activities for July.

Hulett Library Report (Nancy Bowles)

The month of July, we were busy with the Library Summer Program. It was held on Tuesdays and Thursdays from 10-12. Every day we held "Super Hero Trainings." They maneuvered the laser maze, walked through the minefield to recover kryptonite, walked the ledge to retrieve babies from a burning building and many more exciting challenges. They also made super-hero costumes, bubble art paintings, steppingstones and a t-shirt with super-hero logos. We visited the Heroes at the Police Dept., Fire Hall, E.M.T's and also the Museum where we learned of Historical Heroes. We had trouble getting them to leave the ambulance, it was so fascinating to them. The Fire Chief let them each blow the siren in the Fire truck which was also a hit. We ended the program with a movie "Earth to Echo." Prizes were awarded every day for reading minutes and a grand prize was given at the end for the top reader as well as the winner of the Super Hero Training for the month. We had 17 kids for the Summer Program.

On July 13th, 4 people attended Book Discussion. The book "A Secret Gift" by Ted Gup was discussed and the new book "The Liar" by Nora Roberts was handed out for next time.

On the 24th of July, 28 people were there to enjoy the New Haven Cemetery walk with Jill. She does a great job.

Sundance Library Report (Kim Heaster)

Youth events:

- a. The book domino event was a huge success. We had 18 kids in and out to build the domino on Thursday, July 23. They went all around the library. It started in the Wyoming Room and wound around to the meeting room. They even went up onto the shelf under the window in the western section, onto the piano in the meeting room, and across some tables. The kids started at 9 a.m. and, after a trial run and reset, had finished by about 3. Friday morning we had 17 kids and 7 adults here for the big show. They set it off at about 9:15. There were 1,154 books used. The kids and Kathy Bjornestad, all helped reshelf the books, and we were done by 11.

The video and pictures from both days are on the Crook County Library Facebook page, and the video is on the “Teen” page of the Sundance Library weebly website.

- b. Bonnie had two story times at the fair, with 48 kids and 16 adults attending between the two.
- c. 28 kids and 4 adults showed up for the end of summer reading blow out party. They ate hot dogs, picked prizes, and had “water wars.” Bonnie and preschool teacher, Miss Sarah, were soaked!
- d. Class readings at the school will start August 25th.
- e. Storytime will start September 2.

Adult events:

- a. We had 8 people for Cat Urbigkit’s program at the Fairgrounds. Eight additional people stopped and purchased books from Cat. Having the program at the same time as the bouncy house (and right next to the bouncy house) was a challenge, and took any interested kids away. Also, it was a bit difficult to see Cat’s power point presentation because it was so bright out. Next year we’re going to try an evening author program at the fair, with the hope of better attendance and less conflicts with other fair activities.
- b. We had a float in the fair parade: “Barn to be a Reader”. John Mackey generously donated the use of his pickup and drove for us. Paul and Violet helped decorate. My daughters made barn, cow, sheep, and pig figures with cardboard and paint. Jill borrowed hay bales from Cassidy’s, and we taped kids’ book covers all around the truck. Bob and granddaughter Bella, Marge and granddaughter Cathryn, and Jill all rode in the back. We won Reserve Champion for best use of theme.
- c. Duffy Hudson will be performing “Edgar Allen Poe” Thursday, August 7th at 7 p.m. at the library.
- d. Bill Rossiter will present “Magic Carpet Made of Steel” on September 11th at 7 p.m. at the library.

Exhibits for June: We have 26 quilts this year. As usual, they are a big hit. We’ve had several people come in the library strictly to see the beautiful designs.

Feeders Readers book discussion group will be meeting September 22nd in the library meeting room. They are reading Rebecca by Daphne Du Maurier.

Lunch Bunch discussion group will be meeting September 17th in the library Wyoming room. They are reading Big Little Lies by Liane Moriarty.

FOL: will resume in September.

County Librarian’s report (Jill Mackey)

- July meetings –library board meeting plus public hearing for policies; library foundation meeting; staff meetings at all three library once a week; 2 commissioner sessions plus public budget hearing; notary webinar; 5 visits to Long-term care and Assisted Care; programs – Mt Moriah & New Haven Cemetery walks, Cat Urbigkit presentation, and float in fair parade.
- Met with the Moorcroft mayor & city council member regarding the Moorcroft community center building.
- Commissioners – final budget was approved with no public comment.
- Working with the branch managers, we have updated our circ map and circ rules for Workflows, standardizing among the three libraries. We will be looking at new employee orientations and library-use forms at our meeting next week.
- Library staff will attend CPR/First aid training in September.
- Preparing for the county audit to be held the end of this month; working on inventory and annual reports. Created brochure for library strategic plan. Filed library-use policies at clerk’s office, copied & distributed to staff members.
- Donna Willey is the newest member of the Library Foundation. They still have 1 opening. During July the Foundation received donations for periodicals, book, summer giving letter and paid out for summer reading, 2 Duffy Hudson programs, tax form preparation, periodicals, and books.

Stats –

Library visits 2559
 New cards - 23
 Meeting room 21/162 people
 Volunteers -- 6 hours
 Notaries 18
 ILL 14 in, 34 out
 Computers 815 uses

In regards to the discussion of the Moorcroft Community Center Building, please make sure to inform Kelly Dennis, Crook County Commissioner, of any correspondence or meetings.

NEW BUSINESS – RESUMES

B. Sign county cell phone policy. The commissioners updated the cell phone policy. It does not affect any library personnel. Our board still needs to sign this. The signature sheet was passed around for the board members to sign.

C. Disclosure Statements – each board member is required to resign the disclosure statement each year and individual disclosure statements were signed by each board member.

Chairwoman, Maylee Baron-Kanode, asked for a break in the meeting at 2:30p.m.

Chairwoman, Maylee Baron-Kanode, called the meeting back into session at 2:40 p.m.

OLD BUSINESS

Chairwoman, Maylee, asked some questions.

1. Have the changing stations been installed? The one in Sundance has been installed. The one in Moorcroft has yet to be installed.
2. Are the doorknobs installed? No, but they have been ordered.
3. Moorcroft gutter? Estimate to replace the gutters has been given.
4. Sundance gutters? Randy is going to try and fix.
5. Postage credit cards? Have them but haven't used yet, because we still have money on postage machine at courthouse.
6. Board member liaison to the Foundation board? After discussion, Tami made a motion for Paulie Jolley to be the Library Board Liaison to the Library Foundation Board; seconded by Bob, motion carried and approved.
7. Back door at Moorcroft Library? It is still an issue. Randy is going to look at it again. The alley is going to be dug up for utility work. Need to make sure Randy knows this.

A. Personnel Policies - all changes and errors have been corrected. Tami made a motion to accept the personnel policies and to repeal all the existing personnel policies of the library seconded by Bob; motion carried and approved. File with Linda and then make a copy of the filed copy with the signature page for each staff member. Each board member will receive a file stamped copy.

B. Worker's Compensation - found coverage for volunteers. Tami will give Jill information so we can get our volunteers covered.

C. Authorized signers for bank signature card. Tami made a motion to list all board members to give to the bank to be authorized signatures for our bank accounts:

Maylee Baron-Kanode	Chairwoman
Robert Smith	Vice-Chairman
Marge Myers	Secretary
Tamara Baron	Treasurer
Pauline Jolley	Library Board Liaison to the Foundation

Seconded by Pauline, motion carried and approved.

D. Guidelines - our guidelines were gone over and changes were made. The Hulett staff needs to adjust their hours and will get back to us at the next meeting. Guidelines will be completed next month.

E. Strategic Plan - Jill put our plan in a brochure. It will be reviewed at least yearly. Please return survey to Hannah Swanbom.

F. Review yearly calendar. An update has been made for review. Will be sent out and decided up at the next meeting. Emergency plans for all libraries need to be completed. This is scheduled for November. Would like to have Emergency Management to come

in and go over this with all of us. Tornado shelters in all towns – are they open 24 hours a day.

G. Website for the library. Our board members are directors not trustees. Please update job descriptions of library board members from the publication from the state library.

H. Update library application forms after the guidelines are completed.

Signed checks.

ADJOURNMENT: There being no further business at this time, Chairwoman, Maylee adjourned the board meeting at 4:17 p.m.

Next meeting will be on Thursday, September 3, at 1:00 p.m. in Sundance.

Respectively submitted by

Tami Baron, acting secretary

Maylee Baron-Kanode, CCL Chairwoman

July 2015 Youth Events:

Summer Reading Program participants ages 2-12: 83

Summer Reading Program participants ages 13-19: 9

6th-17th: Scholastic Book Fair. Sold approximately \$630.00

1st: "Educational Heroes". Mr. Moss and Mrs. Baron-Kanode visited with the kids and read books. **5** kids and **2** adults.

8th: "Law Enforcement Heroes". Mr. Doug Lundborg visited with the kids about safety and the law and showed them his police vehicle. **10** kids and **4** adults.

10th: Jubilee family night face painting at Robinson Park. 3-4 people painted continuously from 7-8:30pm.

11th: Tanya, Mandy, Brooklyn and Maddi road the float in the Jubilee parade while Cindy and her husband, Jim, pulled the float.

17th: Teen Movie Night outside under the stars. Just kidding...it rained. **2** teens.

22nd: "Military and K-9 Heroes". Sherriff Hodge and Zak showed how a K-9 is trained to find drugs. Debbie Harrison talked to the kids about being a female in the military. **23** kids and **8** adults.

24th: Family Movie Night outside under the stars...it really happened, no rain! "Zoom: Academy for Superheroes". **12** kids and **3** adults.

29th: "Rescue Heroes". Field trip to the fire hall. Got a tour of the fire hall and got to go in the ambulance and a couple fire trucks. EMS personnel handed out goodie bags and bottles of water. **24** kids and **8** adults.

31st: End of Summer Reading program BBQ and awards at Robinson Park. Food was donated by Diehls Supermarket and Coffee Cup Fuel Stop. **1st Place Reader, Taylor Reynolds** read for 38 hours. **2nd place reader, Mahina Whisler** read for 24 hours. **14** kids and **4** adults.