

CROOK COUNTY LIBRARY BOARD MEETING

September 3, 2015

Crook County Library - Sundance

The Crook County Library Board met on Thursday, September 3, 2015 at the Crook County Library in Sundance. 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, Pam Jespersen, Moorcroft Branch Librarian, and Nancy Bowles, Hulett Branch Librarian.

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

Jill requested the addition of signing a new bank signature card to Old Business on the agenda. Paulie made the motion to approve the agenda as presented with the addition of signing a new bank signature card; seconded by Tami; motion carried and approved.

There were no introductions or correspondence at this time.

The minutes of the August 11, 2015 regular meeting were reviewed. Bob made the motion to accept the minutes as presented, seconded by Paulie; motion carried.

The checklist of expenditures for September 3, 2015 was reviewed. Jill was asked about check #17953 regarding a background check. Jill advised the board she sees a need to have more substitutes for the libraries and was following through with a background check on one individual.

Jill reviewed the treasurer's report for September 3, 2015. It was noted 14.04% of the funding was expended of the libraries FY2016 county budget. Total operating funds stands at \$136,004.54 for the fiscal year. There was \$15,995.46 used from the reserve account to pay bills to cover through the summer. Bob made the motion to accept the treasurer's report for September 3, 2015 as presented, seconded by Paulie. Motion carried.

Library Reports:

Sundance:

- Youth events included a class reading at the school starting on August 25th. Bonnie reads to the two Kindergarten classes on Wednesdays and Thursdays, 1st grade on Thursdays, 2nd grade on Wednesdays, and 4th grade on Fridays; Bonnie also goes to the two daycares to read on Tuesdays and Thursdays; and story time started September 2nd and will be every Wednesday at 10:30. There were 21 kids and 7 adults in attendance.
- Adult events included Duffy Hudson's "Edgar Allen Poe" program of which 33 individuals attended. Duffy's program was very well received, and patrons have already made requests to bring him back. Some of his other programs include an Einstein program, Audie Murphy's military days, Theodor Geisel, and he is working on a Houdini program.
- Bill Rossiter from the Wyoming Humanities Council will present "Magic Carpet Made of Steel" on September 11th at 7 p.m. at the library.
- On September 30th there will be an open house for the Wyoming Grasslands Photo Exhibit. It is a photographic collaboration among the artists, The Nature Conservancy in Wyoming,

and the Buffalo Bill Center of the West's Draper Natural History Museum. The photo exhibit will be at the library through October.

- Feeders Readers book discussion group is meeting September 22nd in the library meeting room. They are reading Rebecca by Daphne Du Maurier.
- Lunch Bunch discussion group is meeting September 17th in the library Wyoming room. They are reading Big Little Lies by Liane Moriarty.
- The Friends of the Library are meeting September 8. It will be a combination meeting and goodbye for Marilyn Rogers.

Hulett:

- Nancy viewed 3 Webinars this month and Echo watched 2 of them. They were the Notary Webinar, Collection Development tip and tools and Johnathan Burman (publisher for Harper Lee's "Go Set a Watchman").
- Echo started reading at the school again to Kindergarten through 6th grade.
- The Book Discussion Group met on August 10th and discussed the book "The Liar" by Nora Roberts and the new book "Paper Towns" by John Green was handed out.
- Echo and Nancy weeded and inventoried the Juvenile Non-Fiction Books and also changed the type from books to juv-books on workflows.
- Cat Urbigkit will be at the Hulett Library on September 9th. The Children's Program will be at 1:30 p.m. with the Hulett School K-6 grades attending and homeschoolers were also invited. The Adult Program will follow at 3:30 p.m.
- Sharon and Bill Rossiter will be performing "Who Shall Sing of the Valiant Woman?" on September 10th at 7 p.m.
- The Friends of the Library meetings will begin on September 14th.

Moorcroft:

- Tanya is reading at the schools 5 days per week.
- They had a book signing with Pam Hutson-Benke who wrote "If I were a Cowboy's Horse". She is from Billings, MT and has the website of Ranch Girl. She is also an artist and makes many craft type things. Arlene Pixley donated the book "If I were a Cowboy's Horse" to the library.
- "Duffy" Hudson performed Edgar Allen Poe. They had 20 people in attendance and many hope that Mr. Hudson is invited back. He is very entertaining.
- The book club didn't meet in August due to the lack of participation. It is hoped they will be able to meet again in September. They will do 2 books next time. This month the book is "Fencing" by James Galvin.
- The employees are moving all of the CD's and DVD's upstairs. They are also adding HUB labels to them instead of writing on each disk.
- Cat Urbigkit and Bill Rossiter will be coming this month.
- Mandy, Cindy and Pam have been watching the webinars.
- The employees are getting ready to attend the WLA Annual Conference.

County Director's Report:

- Jill reported on the many meetings she attended during the month which included the library board meeting; the foundation meeting; 2 county commissioners sessions; staff meetings in all libraries once/ week; branch mgr. mtg. where they went over proposed guidelines and new employee orientation; reading at the nursing home and assisted care

one time per week; 2 cemetery walks; float in fair parade; watched the notary webinar along with 4 other webinars.

- Jill completed the inventory report for the county clerk, the budget/mill levy report for the state library, and the county board report for the Dept. of Audit. In October, she will be working on the annual statistical report for the state library and the annual endowment report for the State Treasurer.
- Jill met with Mary Kuhl, County Treasurer, to discuss the tax rebate. It will be entirely withheld during the month of September.
- Jill called the State Workers Comp Office and was advised that compensation is available for volunteers, including teens that are 14 yrs. of age and older.
- Jill will be going to Virginia September 10-25.
- There is the WLA Annual Conference of which six (6) staff members will be attending.
- The staff will be participating in the First Aid/CPR training October 5th.
- As for the foundation board, there is still one (1) opening on the board. They received donations for periodicals and books.
- As for the library buildings: Hills Interior will be at the Sundance Library in October to measure and come up with an estimate for carpeting. Randy Gill is scheduling the window replacement on the south side of the Sundance Library for late fall. The handicapped door handles for both the Sundance and Moorcroft Library's arrived but were the wrong ones so they have been sent back and reordered. Randy Gill is also exploring the idea of removing the urinal in the Sundance men's bathroom. As for Moorcroft, Randy continues to look at the drainage issues. He has suggested having the tree trunks removed in the back parking lot since they are sprouting back. Kent Peterson will do that. Randy is also calling Seamless Gutter to discuss the estimate they gave on the front gutter repair. Randy has the diaper changing station and will install it at the Moorcroft Library when he is over there working on a plumbing project at another county building. It has been suggested that the ramp at the Moorcroft Library be torn out and replaced as the cement is just wearing away. Jill will add this to the FY2017 budget.

Stats for August for all three libraries includes:

Library visits – 2132

New cards – 21

Programs – 12 were presented with 125 total in attendance

Outreach – 28

Meeting room was used 16 times with 147 total in attendance

Volunteers – 2 individuals volunteered a total of 18 hours

Notaries – 8

Inner Library Loans – 26 ordered in and 34 were sent out

Computers – were used 962 times

Foundation Liaison Report:

Paulie reported the foundation is still short one individual on the board. They discussed fund raisers and elected officers for the upcoming year.

Old Business:

Jill had a discussion with the library staff regarding the proposed Library Guidelines and shared their ideas and requests with the board members. Jill also shared a form that she developed for

reserving and using the library meeting room. After some discussion, the board tabled the Guidelines until the October meeting.

New Business:

Jill presented the board with the Sundance State Bank's signature forms for each board member to sign.

The Board of Directors Self Evaluation forms were handed out to each of the board members. Board members were asked to fill out the self-evaluation and bring it back for a discussion at the October board meeting.

Review Yearly Calendar:

Tami had emailed the Library Board Annual Calendar to each board member for review. Jill asked that the board add "Resolution for Direct Deposit" to the list of things needed to be done in July. Discussion was held regarding the idea of the board doing a walk-through of each library on an annual basis. It was decided the board would do this in the fall of each year and just make a point of doing it at each library after a monthly board meeting beginning with Hulett in October 2015.

Adjournment: There being no further business at this time Bob made the motion to adjourn the board meeting at 2:18 p.m.; seconded by Tami; motion carried.

The next board meeting is scheduled for October 8, 2015 at the Hulett Branch Library at 1 p.m.

Respectfully submitted by

Marge Myers, CCL Secretary

Maylee Baron-Kanode, CCL Chairwoman