

CROOK COUNTY LIBRARY BOARD MEETING  
October 8, 2015  
Hulett Branch Library

The Crook County Library Board met on Thursday, October 8, 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, 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.

In reviewing the agenda, Maylee requested the addition of having the board do a tour of the Hulett Branch Library. Tami made the motion to approve the agenda as presented with the addition of the board taking a tour of the Hulett Branch Library; seconded by Bob; motion carried and approved.

There were no introductions or correspondence at this time.

The minutes of the September 3rd, 2015 regular meeting were reviewed. Tami made the motion to accept the minutes as presented, seconded by Bob; motion carried.

The checklist of expenditures for October 8, 2015 was reviewed. Tami didn't sign all of the time card vouchers as 1) she questioned one employee's miscalculations of hours and 2) the fact the personnel policies state the board only pays up to 8 hours per day including the employee's attendance at WLA Conference which goes over the allotted hours. After some discussion, Bob made the motion to strike the last sentence of the policy referenced during this discussion, seconded by Paulie; motion carried. Bob, then, made the motion to re-adopt the personnel policies with these changes, seconded by Paulie; motion carried. The employee's will need to re-sign the policy manual once it has been reprinted. Jill will, then, need to re-file the library board policies with the Clerk at the Court House. Marge made the motion to approve Tami's signing the time card vouchers and in turn approve the checklist as presented, seconded by Bob; motion carried.

Jill reviewed the treasurer's report for October 8, 2015. It was noted 21.05% of the funding was expended of the libraries FY2016 county budget. Total operating funds stands at \$151,383.28 for this month. There was \$616.72 used from the reserve account to pay bills. Bob made the motion to accept the treasurer's report for October 8, 2015 as presented, seconded by Paulie; motion carried.

**Library Reports:**

**County Director's Report:**

- I attended the September library board and foundation meetings. Items of interest from the commissioners' sessions – 1. The county computer server was hacked through an email message. We are making arrangements to have the library computer security checked again and to have a staff training regarding things to watch for in dealing with incoming emails. 2. The Sheriff's office is conducting "Alice" trainings on how to deal with situations with shooters and would like to have a training with library staff.

3. Discussion was held regarding which figures to use in turning in mileage vouchers – WY Dept. of Transportation figures will be used for in-state mileage.
- Staff meetings were held at each library once a week, as well as reading at the nursing home & assisted care.
  - Jill viewed webinars on “Emerging Learning Technologies” and “The Modern Library: Meeting Users On Their Own Terms” – with the preponderance of mobile devices, our young people are demanding that we change the ways we are sharing information, providing training, and communicating with each other.
  - Jill is working on the annual endowment report for the State Treasurer, then the annual statistical report for the state library.
  - As far as the library buildings – the estimate on carpeting replacement at the Sundance library will be conducted this week. The window replacement project for the Sundance library has been postponed to late spring. Handicapped handles for the Sundance & Moorcroft libraries are still on order. Randy Gill will have Seamless Gutters repair the gutters on the front of the Moorcroft library. Kent Peterson treated the tree stumps at the Moorcroft library. The changing station for the Moorcroft library still needs to be installed.
  - Maylee Baron-Kanode obtained 9 laptop computers at the school sale – 3 for each library.
  - Six staff members attended the Wyoming Library Association’s annual conference in Cheyenne.
  - First aid/CPR training will be held this month for all staff members.
  - The Library Foundation still has 1 opening. They received donations for periodicals, books, 2 computers for S teen area and paid out for the same. They are working with the county attorney to ensure their documentation and policies are as required.

Stats –

Library visits - 2776  
 New cards – 46  
 Programs – 34/599  
 Outreach – 59  
 Meeting room 44/359 people  
 Volunteers – 2/21.75 hours  
 Notaries -- 7  
 ILL 25 in, 50 out  
 Computers 901

**Hulett:**

- Nancy and Echo viewed 1 webinar this past month. It was The Capstone Fall Sneak Peak (Children’s Books).
- Cat Urbigkit presented two programs at the Hulett Library on September 9<sup>th</sup>. The Children’s Program was at 1:30 p.m. with 100 kids and adults attending. The Adult Program was at 3:30 p.m. with 9 people in attendance.
- Sharon and Bill Rossiter presented “Who Shall Sing of the Valiant Woman?” on September 10<sup>th</sup>. The songs they sang celebrated women of legend, fiction and fact.
- The branch manager’s met in Hulett on September 14<sup>th</sup>.
- The Friends of the Library met on September 14<sup>th</sup> with 4 individuals in attendance. Fundraisers were discussed along with a list “of things” needed for the library. The FOL will be having their book sale October 19-23, 2015.

- Book discussion was held on September 14<sup>th</sup> with 4 people present. The book “Paper Towns” by John Green was discussed. The next book, “To Kill a Mockingbird” by Harper Lee was handed out.
- Nancy and Echo attend the WLA Annual Conference in Cheyenne while Donna Willey and Frieda Dent ran the library.
- The Hulett Branch Library will be having their 2<sup>nd</sup> Annual Baking Contest on October 23<sup>rd</sup>. This year’s secret ingredient is apples.

### **Moorcroft:**

- Cat Urbigkit visited and 20 attended.
- Bill Rossiter came on Saturday and there were 100 in attendance.
- There was some construction done around the library for 2 weeks.
- Cindy hosted the book club while Amanda was gone.
- Peggy Frasier did story hour while Tanya was at conference.
- They decorated for ban week.
- Pam and Amanda did two webinars.
- There will be a movie on Oct. 22 and book club to follow the next week.
- Received new computers that didn’t have the internet capabilities on them. Pam called Tom and got that rectified.
- Amanda and Tanya attended the WLA Annual Conference.

### **Sundance:**

- Twenty-five first graders received their library card in September for library card signup month. We had 25 students and two teachers on September 22<sup>nd</sup> to listen to several books, do a reader’s theater, and checkout.
- Bonnie gave a presentation for the Buckaroo awards at the joint Wyoming Library Association and Mountain Plains Library Association meeting in Cheyenne.
- Bonnie had “Firefighters” story time with 9 kids and 10 adults attending. The Sundance Fire Department came. The kids got to go through the fire truck, the firefighters demonstrated all the equipment they wear, they discussed fire safety, and all the kids headed home with a bag of goodies. Pictures are up on our Facebook page.
- Bonnie will be having a Halloween story time and party for toddlers and preschoolers on October 28<sup>th</sup>.
- Five people attended the Bill Rossiter program on September 11<sup>th</sup>.
- On September 14<sup>th</sup> we changed our closing time from 7 p.m. to 6 p.m. We have had lots of positive feedback from patrons on the change.
- The Branch Managers’ meeting was on September 14<sup>th</sup> in Hulett. We discussed the copyright transfer issue in the guidelines.
- Bonnie and Kim attended the WLA/MPLA meeting in Cheyenne. We attended a lot of great seminars and came back with some fun ideas.
- Seven people attended the Grasslands Photo exhibit Open House on September 30<sup>th</sup>.
- The library had a float/golf cart in the Homecoming Parade. Howard and Kathy Bjornestad generously donated the use of their golf cart. We decorated it with streamers, balloons, and posters. We even found an old poster that Gaydell had made for Homecoming years ago, laminated it, and put it on the front of the cart. Jill and Bonnie rode in the golf cart and had a great, if chilly, time.

- The Friends of the Library Book sale took place this Monday and Tuesday, October 5<sup>th</sup> and 6<sup>th</sup>. This year they changed from selling by the book and sold by the bag. People paid \$5.00 for however many books they could fit into a grocery bag. They made almost \$700.
- Lunch Bunch discussion group is meeting October 15<sup>th</sup> in the library meeting room. They are bringing a friend and a book to share with the group.
- Feeders Readers book discussion group is meeting October 27<sup>th</sup> in the meeting room. They are reading A Brutal Telling by Louise Penny.
- The Friends of the Library are meeting October 13<sup>th</sup>.
- The Wyoming Grasslands Photo Exhibit is on display through October. The photographs are beautiful, and some were taken in Crook County.
- We have approximately \$250 left in the postage machine at the Court House.

### **Foundation Liaison Report:**

Paulie reported the foundation discussed different fundraisers they may do this year. County Attorney Joe Baron suggested the agreements regarding the library foundation investments be reviewed and re-signed annually by both the foundation board and the library board members due to the turnover of members.

### **Old Business:**

Tami reviewed items discussed in the proposed Library Guidelines at the September meeting. Marge made the motion to approve the Library Guidelines, seconded by Bob; motion carried. They will need to be filed with the County Clerk's office.

Discussion was held on the need to maintain the library board's documents, minutes, and investment agreements for historical purposes.

A motion was made by Bob and seconded by Marge to table the Board's Self-evaluation until the November meeting.

### **New Business:**

The board discussed the foundations policies regarding document retention and agreed that all financial information, including bank statements and investment statements, along with the minutes should be retained for historical purposes. Their goal is fundraising and the foundation should be able to review what has occurred over the years regarding both fundraising and investments made.

Discussion was held regarding the agreement between the Crook County Library Board and the Crook County Library Foundation regarding the investment of the restricted endowment funds which was signed on March 5, 2015. A motion by the board to have Maylee sign the agreement was not noted back in March. Marge made the motion that the library board approve the signing of the agreement between the Crook County Library Board and the Crook County Library Foundation regarding the investment of the restricted endowment funds which was signed on March 5, 2015, seconded by Paulie; motion carried. The earnings from this fund can be used for anything deemed appropriate for library usage.

The Non-endowed investment agreement account is to be used for building projects and entails the Library Board requesting the funding with a written request to the Wyoming Community

Investment Foundation along with a notice of approval from the County Commissioners. Tami approved the signing of the non-endowment fund with the library foundation, seconded by Bob; motion carried. Tami made the motion to approve Jill's obtaining the corrected paperwork for the non-endowment fund agreement and then have Maylee sign it and have for Will Yemington to sign at the foundation meeting on October 15, 2015, seconded by Paulie; motion carried. The board tabled the matter for further information regarding the length of investment and at what point the board could obtain these funds if needed.

Jill and Tami reported they met with the auditor to discuss the means of tracking the ILL's (Inter-Library Loan's). There are two kinds of ILL's. One being for requests from outside the library and one that is the requests for books from inside our county. The librarians will keep track of the ILL's in order to get an idea of what is being spent after they have used up the money utilized on the postage machine at the court house.

Discussion regarding a confidentiality policy was discussed. Maylee read a policy that was provided by the state.

Discussion on the board working on library job discussions was held. The next board meeting is scheduled for November 5, 2015 at the Moorcroft Branch Library with a work session beginning at noon for the purpose of working on the job description and evaluation form for the County Librarian prior to the regular board meeting at 1 p.m.

**Review Yearly Calendar:** The board hopes to finish up all job descriptions at their January 2016 meeting.

**Adjournment:** There being no further business at this time Bob made the motion to adjourn the board meeting at 3:33 p.m.; seconded by Marge; motion carried.

Respectfully submitted by

---

Marge Myers, CCL Secretary

---

Maylee Baron-Kanode, CCL Chairwoman