

CROOK COUNTY LIBRARY BOARD MEETING
November 5, 2015
Moorcroft Branch Library

The Crook County Library Board met on Thursday, November 5, 2015 at the Moorcroft Branch Library in Moorcroft. 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 12:06 p.m. by Chairwoman Maylee Baron-Kanode followed by the recitation of the Pledge of Allegiance.

The first hour of the meeting was utilized as a workshop to review and update the job description for the County Library Director.

Maylee called the regular board meeting to order at 1:00 p.m.

After some discussion, Marge made the motion to approve the agenda as presented with the addition of discussing the “agenda” as a topic under new business; seconded by Bob; motion carried and approved.

There were no introductions or correspondence at this time.

The minutes of the October 8, 2015 regular meeting were reviewed. Jill noted that the number of library visits needed to be changed to 2,776. Bob made the motion to accept the minutes as amended, seconded by Paulie; motion carried.

The minutes of the October 20, 2015 special board meeting were reviewed. Tamie made the motion to approved the minutes as presented, seconded by Paulie; motion carried.

The checklist of expenditures for November 5, 2015 was reviewed. Tami questioned check #18038 which was the payment on the Visa bill. There are too many various line items to list on the checklist as to what the bill is paying and so it is noted as “miscellaneous”. There was discussion as to what date the payment is due and the idea of paying interest on the Visa bill. Discussion continued on gaining verification on a couple of other checks. Paulie made the motion to accept the checklist as presented, seconded by Bob; motion carried.

Jill reviewed the treasurer’s report for November 5, 2015. It was noted 28.34% of the funding was expended of the libraries FY2016 county budget. Total operating funds stands at \$123,240.16 for this month. There was \$28,759.84 used from the reserve account to pay bills. Bob made the motion to accept the treasurer’s report for November 5, 2015 as presented, seconded by Paulie; motion carried.

Library Reports:

County Director's Report:

Jill attended the regular October library board and foundation meetings, as well as a special library board in Moorcroft and did follow-up staff visit. Items of interest from the commissioners' sessions were computer security and shooter trainings, employee information on county webpage, ACA end-of-year reporting, and cell phone discounts.

Staff meetings were held once a week at each library, as well as reading at the nursing home & assisted care. Jill met with the Hulett city personnel regarding phone/internet wiring in the community center building. A county library staff meeting was held during which the employee's received First Aid/CPR training from Dorothy Baron. Jill worked with Debbie Penning in setting up the Foundation computer. Jill delivered the Grasslands photo exhibit to the Casper Library.

Jill reviewed webinars on "Editors Picks from HarperCollins/Penguin" and "Beyond Book Displays: Helping Readers Help Themselves" and is working on the annual statistical report for the state library.

Jill advertised for a new youth services librarian at the Moorcroft library. A branch manager's meeting is scheduled for Nov 16, the main topic will be a telephone training by the Wyoming Humanities Council on the new procedures for scheduling humanities speakers. The next county library staff meeting will be on December 14.

Library buildings – At the Moorcroft library the front gutters have been repaired, the door locks have been rekeyed, and the employees are keeping an eye on the drainage situation and waiting for the diaper station to be installed. At the Sundance library the carpeting estimate will be done in November, the door locks and handicapped door handles were being changed the day of this meeting. At the Hulett library Jill may purchase a "box" for inside the library to boost the internet signal.

Howard and Sam Bjornestad of Dakota Data Solutions gave a presentation on Laserfiche, regarding the ability to scan public documents for easier access by the public. Jill is also looking into obtaining a DVD/CD disk repair machine from ElmUSA. The Sundance Friends of the Library is purchasing a computer for the Wyoming Room to be devoted to genealogical and historical research.

The Library Foundation still has 1 opening. They received donations for periodicals, the Moorcroft library, and responses from the summer giving letter – nothing was paid out in October. They will work on revising their investment policy at their next meeting and are planning a trip to Lusk to meet with the Library Foundation there. Their next fundraiser will be the Festival of the Trees in Sundance.

Stats –

- Library visits - 2580
- New cards – 14
- Programs – 25/335
- Outreach – 58
- Meeting room 37/460 people
- Volunteers – 2/8 hours
- Notaries -- 8
- ILL 25 in, 42 out
- Computers 935

Moorcroft:

- It has been a very quiet month, but the employees are cheering as the construction is almost done. The construction company occupied the parking lot for the majority of the month.
- The Moorcroft Library hosted Diane Neilson with her latest book "OMEN LAKE". She is from NE and has come, for a book signing for all of her books. They had 14 people.
- The library was closed for Columbus Day.
- The Library staff went to First Aid class with Moorcroft serving lunch while they continued to watch the DVD'S.
- The Book Club did "THE HELP" again. The participants watched the movie on the 15th with Mandy serving popcorn, and then on the 22nd they discussed the book. It has been very well received. The employees have been sending out postcards to a list of people and seem to be getting some response.
- Wednesday morning, Oct. 28th, there were 19 little ones that had fun with the bowling, not so sure about the heart and skeleton. Each received a bag with a book in it.
- The employees hosted a Halloween Party on Friday the 30th and had 50 kids and 15 adults attend. They had pin the heart on the skeleton; eat a doughnut off a string, and bowling with a pumpkin. Each child got a bag with a book in it.

Sundance:

Youth news:

- Bonnie had a Halloween story time and party for toddlers and preschoolers on October 28th. There were 58 kids and 22 adults. They enjoyed several stories and Halloween songs and then played Halloween-themed games in centers.
- November 4th was "Teddy Bear" story time. Kids brought their favorite teddy and listened to several teddy stories. Then the kids made either a polar bear, brown bear, or black bear. There were 24 kids and 11 adults.
- The Sundance Library is experiencing a lot of teens hanging out after school. Most days between 10 and 20 kids will crowd into the teen room. It can get so full that some will go sit on the couch by the bathrooms, some will go to the round table back in the writer's section, and others will ask to use the meeting room.

Adult news:

- Lunch Bunch discussion group is meeting November 19th. They are reading "Chamomile Mourning" by Laura Childs and bringing their favorite tea to share.
- Feeders Readers book discussion group is meeting November 24th. They are reading "A River Runs Through It" by Norman Maclean.
- The Friends of the Library are meeting November 10th.
- Wyoming Snapshot Day was October 20th. The employees sent 8 photos and 10 comments in.
- Kim has been weeding the video cassettes. We have several homeschool families in the area that frequent the library, so she gave all the educational videos to them. The rest of the videos are in a box to go to the Veteran's Home in Sheridan.
- Coming up they have the Library Open House, Christmas Light Parade, and the Festival of Trees, all on December 4th.

- They have approximately \$21.00 left in the postage machine at the Court House.

Hulett:

- Friends of the Library met on October 5th @ the Library. They purchased an audio c.d. rack for new audio c.d.'s and a new clock for the Library. They are planning on doing another Christmas centerpiece silent auction for a fundraiser in December and Bingo in January, February and March.
- The Book Discussion Group met on October 13th. The book "To Kill a Mockingbird" by Harper Lee was discussed. The Hulett Library also purchased the movie for the Library and they have been taking turns checking it out. The new book "Go Set a Watchman" by Harper Lee was handed out for next time. The group thought it would be interesting to discuss the differences between the 2 books.
- Nancy and Echo watched 2 webinars this month on Social Security and retirement. We plan on finding someone to come in and do a program on Social Security.
- There has been a book sale going on at the Library. The Bank donated bags and the employees let people fill them with books for \$1. The majority of the books were non-fiction that were recently weeded which are hard to get rid of.
- On October 23, was the Apple Baking Contest. There were 17 entries. The baked goods were due in by noon and then they were judged. At 3 p.m. there was a tasting. Patrons could purchase a plate for \$1 and then the employees announced each entry and then gave them a sample. Later, the winners were announced.
- Echo and Nancy attended the CPR training in Moorcroft while Donna and Freida tended to the Library.
- The Library will be hosting a Sip n Paint @ the Hulett Museum on November 20th with Darla West as the instructor. They have set the Limit at 12 people and they already had 9 people signed up.
- Barbara Clark donated a window for the project we have planned in the teen section.

Foundation Liaison Report:

Paulie didn't have anything to add to what Jill indicated in her report.

Old Business:

Maylee inquired as to the repairs needed on the ramp at the front of the Moorcroft Library. It was noted that Randy Gill feels it should be replaced and will add it into the FY2017 budget.

It was decided to table the Board's Self-evaluation to allow for Bob and Paulie to review the cd on being a library board member.

The board will continue to work on the County Librarian's job description in December. The board will continue to work on the other job descriptions each month.

Jill noted the Library Guidelines were signed and stamped at the Crook County Court House.

New Business:

Discussion was held regarding the idea of having a skeleton agenda sent out prior to a board meeting in order for board members to have input and then to add “update” to old business to discuss items/projects that need done. Tami moved to have a skeleton agenda provided the Friday prior to the next board meeting in order for the board and employees to have input and to add “update” to Old Business on the agenda, seconded by Bob; motion carried.

The board had a special meeting on October 20th in Moorcroft to address a personnel issue. All members were notified about the meeting and all attended except for Bob who had an excused absence for the meeting. Bob made the motion that the board acknowledges and ratifies that the meeting was held on October 20th in Moorcroft, WY, seconded by Tami; motion carried.

The next board meeting is scheduled for December 3, 2015 at the Sundance Library with a work session beginning at noon for the purpose of continuing to work on the job descriptions 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.

After a tour of the Moorcroft Branch Library, Tami moved the board members along with Jill and Pam enter in to executive session at 2:55 p.m., seconded by Marge; motion carried.

The board left executive session at 3:21 p.m.

Adjournment: There being no further business at this time Bob made the motion to adjourn the board meeting at 3:22 p.m.; seconded by Paulie; motion carried.

Respectfully submitted by

Marge Myers, CCL Secretary

Maylee Baron-Kanode, CCL Chairwoman