

CROOK COUNTY LIBRARY BOARD MEETING
December 3, 2015
Crook County Library - Sundance

The Crook County Library Board met on Thursday, December 3, 2015 at the Crook County Library in Sundance. Board members present were Maylee Baron-Kanode, 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. Tami Baron had an excused absence.

The meeting was called to order at 12:00 p.m. by Chairwoman Maylee Baron-Kanode.

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

Maylee called the regular board meeting to order at 1:00 p.m. beginning with the recitation of the Pledge of Allegiance.

Bob made the motion to approve the agenda as presented; seconded by Paulie; motion carried.

There were no introductions or correspondence.

The minutes of the November 5, 2015 regular meeting were reviewed. Bob made the motion to accept the minutes as printed, seconded by Paulie; motion carried.

The checklist of expenditures for December 3, 2015 was reviewed. Marge made a motion to accept the checklist as presented, seconded by Bob; motion carried.

Jill reviewed the treasurer's report for December 3, 2015. It was noted 35.14% of the funding was expended of the libraries FY2016 county budget. Total operating funds stands at \$127,600.84 for this month. There was \$24,399.16 used from the reserve account to pay bills. Paulie made the motion to accept the treasurer's report for December 5, 2015 as presented, seconded by Bob; motion carried.

Library Reports:

County Director's Report:

Jill attended the regular November library board and foundation meetings, as well as 3 commissioner sessions – the commissioners approved the 2016 holidays and the county auditor presented their audit report. Staff meetings were held at each library each week, as well as reading at the nursing home & assisted care. Jill met with the branch managers for a telephone training with the Wyoming Humanities Council regarding new procedures for obtaining humanities speakers. Jill attended the department heads meeting at the courthouse and met twice with the County Attorney. She will be serving on a state committee to review the WYLD card policy for our statewide library network. Jill also completed the annual statistical report for the state library.

Pam and Jill will be interviewing for the Moorcroft Youth Services Librarian position on Monday, December 7. The next county library staff meeting will be on December 14. The staff will continue active shooter and computer security trainings after the holiday season.

Library buildings – At the Moorcroft library the diaper changing station and handicapped door handles are still to be installed. At the Sundance library the building was measured for new carpeting and Jill is waiting for the estimate. The locks and handicapped handles have been changed. The Hulett library has been without heat this week – the city is working on the problem.

The Library Foundation still has one (1) opening. They received donations for periodicals and the Moorcroft and Sundance libraries. The foundation paid out for the Christmas trees, annual filing fee, program in Sundance and a periodical. Their next fundraiser will be the Festival of the Trees in Sundance.

Available to our patrons through our library network is the Zinio online magazine database, with over 170 magazine titles available.

Stats –

Library visits - 2118

New cards – 9

Programs – 20/280

Outreach – 67

Meeting room 32/270 people

Volunteers – 2/17.5 hours

Notaries -- 5

ILL 31 in, 50 out

Computers 699

Moorcroft:

- It has been a very quiet month, but we are cheering as the construction is done. Things have been picking up now that they are gone.
- Book Club did WILD plus they watched the movie on the 19th. Mandy served popcorn, and they discussed the book. They seemed to enjoy reading the book and watching the movie. Mandy is not doing a book club in December, they will resume in January.
- Cindy has been having 12 to 15 every Wed. morning and 20 to 25 in the afternoons. She has plans for a POLAR EXPRESS day on the Friday the 18th after school for any age group – kids through adult.
- The Moorcroft Library had 4 classes of kindergarten children come in. Mandy and Pam were both in at 9:00am on the 5th and 6th to give 2 classes a tour, and then at 9:45am they did 2 more classes. The kindergarten group tour the businesses around town every year. The Moorcroft staff passed out bookmarks and left over Halloween candy.
- The Moorcroft staff did some Webinars and Pam attended the WY Humanities Council training in Sundance.
- Keith Chapman has loaned a fish he carved out of wood to place on display at the library.

Sundance:

Youth news:

- Due to Veteran's Day and the Thanksgiving Holiday, Bonnie only had two story times in November: "Teddy Bears" and "Moose". There were 32 kids total between the two days.
- There will be three story times in December: "Food Fun", "Bedtime", and "Christmas". For Food Fun on December 2nd, Bonnie had 24 kids and 9 adults attend.

- Bonnie is having a “Boredom Buster Family Craft Day” all day on December 29th. There will be different activities for families to complete together: family memory story jars, picture frames, window clings, and more.
- Bonnie is offering an early literacy program to toddlers and preschoolers called “1000 Books Before Kindergarten”. So far she has 24 kids signed up. Five have already read 100 books, three have read 200 books, and one has read 300 books.

Adult news:

- The Lunch Bunch discussion group is meeting December 17th. They are each reading one of Wyoming author Barbara Graham’s Quilted Mysteries.
- The Feeder Readers book discussion group is meeting January 26th. They are reading The Worst Hard Time by Timothy Egan.
- The Friends of the Library met December 3rd and decorated the library for Christmas. They also provided goodies for the open house December 4th. Their next meeting is January 4th.
- December 4th was the open house from 10 to 4. The Sundance Community Hand Bell Choir will be performing at noon. The Sundance Light Parade is at 6:30. The Sundance library will have a float in the parade. The Festival of the Trees and chili feed is after the parade.
- There is no money left in the postage machine at the courthouse so the librarians using the postage credit cards for mail at each library.

Hulett:

- Six people attended the Friends of the Library meeting on November 2nd at the Library. They will be purchasing a new coffee maker for the Library as the old one quit. Christmas centerpieces/baskets for the silent auction should be brought to the Library the 1st week in December. Bidding will end on December 18th and they will be hosting an “Open House” at the Library from 2-5 that day.
- On October 3rd Book Discussion was held at the Library. The book “Go Set a Watchman” by Harper Lee was discussed. For December Book Discussion, everyone will read a different Christmas Book and give a summary. A Christmas Party will be held at Kay Cheshier’s house on December 14th where will discuss the books we read.
- The Library hosted a Sip & Paint at the Hulett Museum. Darla West was the instructor and the class was limited to 12 people. A variety of wine & appetizers were served. Everyone had a blast and cannot wait for the next one. We are thinking of doing a coffee & canvas at the Library in January.
- Nancy viewed 1 Webinar this month

Foundation Liaison Report:

Paulie reiterated Jill’s report. There next meeting is scheduled for December 17th.

Old Business:

Maylee reported the board members had completed their work on the County Librarians Job Description prior to this meeting. They will be typed up and made available for review and corrections at the January board meeting. The evaluation form for the County Librarian will be drawn up from the job description. The board will continue to work on the job descriptions for the library employee’s in January.

Maylee inquired as to the list of repairs and improvements for each of the libraries. They included: 1) the changing station in Moorcroft will be replaced when Randy Gill replaces the door knobs; 2) the gutters were replaced at the Moorcroft library and Pam reported there were no drips causing ice on the sidewalk; 3) the doorknob in Sundance was reordered; 4) the wiring in Hulett is being watched for further problems; 5) the internet in Hulett appears okay at this time but a new router may need to be installed; 6) the windows for the south side of the Sundance library are in Randy Gill's budget and will be replaced next spring; and 7) Jill was asked if an emergency plan had been developed and she indicated she would visit with Melanie Wilmer, who was recently appointed as the part-time Emergency Plan Coordinator by the county commissioners.

New Business:

The next board meeting is scheduled for January 7, 2016 at the Hulett Branch Library at 1 p.m.

Review Yearly Calendar: The board will continue to work on employee job descriptions at their January 2016 meeting.

After a tour of the Sundance Library, Marge moved the board members along with Jill and Pam enter in to executive session for the purpose of discussing personnel reasons at 2:00 p.m., seconded by Paulie; motion carried.

The board left executive session at 2:40 p.m.

Bob made the motion to offer the new applicant for the Moorcroft Children's Librarian position \$12.00 per hour, with a \$.72 raise in three (3) months and another \$.72 in six (6) months each based on having a good evaluation with a final wage being \$13.44, seconded by Paulie; motion carried.

Bob made a motion that pending the background check on the potential applicant is received by Jill, the board will meet on Monday, December 28th at 10 a.m. for the purpose of approving and hiring a new employee, seconded by Marge; motion carried.

Adjournment:

There being no further business at this time the board meeting was adjourned at 2:43 p.m.

Respectfully submitted by

Marge Myers, CCL Secretary

Date

Maylee Baron-Kanode, CCL Chairwoman

Date