

CROOK COUNTY LIBRARY BOARD MEETING
Thursday, May 7, 2015
Hulett Branch Library

The Crook County Library Board met on Thursday, May 7, 2015 at the Hulett Branch Library. Board members present were Maylee Baron-Kanode, Bob Smith, Hannah Ista and Tami Baron. Jill Mackey, County Librarian, Nancy Bowles, Hulett Branch Manager, and Kim Heaster, Sundance Branch Manager were present. Board member Marge Myers, and Pam Jespersen, Moorcroft Branch Manager, were absent (excused absences).

The meeting was called to order at about 1:23 p.m. by Maylee Baron-Kanode, Chairwoman, and began with the Pledge of Allegiance.

Maylee Baron-Kanode added job descriptions and the endowment to the agenda under old business. A motion was made by Bob to accept the agenda as amended; seconded by Tami; motion carried and approved.

There was no correspondence nor were there any introductions.

A motion was made by Tami to accept the minutes from the April 2015 meeting; seconded by Hannah; motion carried and approved.

The checklist of expenditures for May 2015 was reviewed. Tami asked that we not purchase any more printed letterhead. Since we have laser printers and it would be significantly cheaper to print our own. She also found that there was an error that was fixed in the medical insurance benefits of one of the employees. This was due to the insurance company taking a dependent off insurance at a different month than was anticipated. Motion was made by Bob to accept the checklist; seconded by Hannah; motion carried and approved.

Jill reviewed the treasurer's report. It was noted 87.18% of the funding has been expended of the library's budget. Total operating funds stand at \$396,297.41, which includes the Lander's bequest. No money was used out of the reserve account to pay bills. We will need to take the Lander's bequest to the commissioner as unanticipated revenue before we can pass it on to the foundation to be invested. Joe Baron, County Attorney, is meeting with the Library Foundation, on May 27 to address this issue. We can meet with the Commissioners on June 2 to start this process. Then we have our meeting after that to deal with this and if need be finish up with the Commissioners on June 3.

We discussed bills being paid in a timely manner. Please do not hold bills. It was stated that some business do not send monthly statement to be paid if the amount owed is small.

A motion was made by Hannah to accept the Treasurer's report; seconded by Bob; motion carried and approved.

Library Reports:

County Librarian's report (Jill Mackey)

Our board will have a new picture taken in June with the County Commissioners.

- Met with the library board, library foundation in April. Also went to each branch library once a week in April.
- Department heads, board meeting, and by-laws meeting with the WYLD network
- Discussion group meeting, a meeting with Friends of the Library and attended their annual luncheon
- Four visits to the to long-term care and assisted living.
- Information table at Health Fair.
- Programs in Sundance and Hulett
- County staff meeting on June 15 in Sundance and WYLD Annual meeting June 3-5 in Casper
- Commissioners meetings (3 meetings) – answered questions about funding in April and presented list of purchases by foundation and friends of the library groups; discussion of increase in health/dental benefits (no changes in benefits for next budget year), will meet with winners of Young Author's contest at June meeting, thanks to Steve Stahla for helping to judge entries
- Department heads meeting – salary discussion and new reporting requirements for ACA
- Library foundation will have 3 openings after June 30; their next meeting is May 27 in Sundance when they will be reviewing their bylaws; the tax Form 990 is being completed, giving letters being sent out.
- Director's work session in Buffalo – items discussed included LGLP and HR issues, retirement of state librarian, makerspaces, 3-D printers, summer reading & literacy issues, library endowments, new buildings, succession planning, and "libraries transitioning from information age to innovation age"
- Black Hills Area Library workshop in Rapid City – topic was Makerspaces and early exposure to technology
- Young Author's awards
- New requirements for assisted care act forms
- Sundance library windows are in the budget under Randy Gill's budget

Sundance Library Report (Kim Heaster)

- During National Library Week three (3) drawing were held
- Three classes from the elementary school visited

- The Friends of the Library had their yearly open house and luncheon (approximately 70 attended)
- Scholastic Book Fair and profited \$1223
- Wyoming Humanities Program on Colonel Tim McCoy
- 42 girls attended the Mermaid Under the Sea Tea Party
- 18 youth programs with 312 youth and 63 adults attended
- May 19 – Wyoming Reads/Crook County reads for 1st graders at Devil’s Tower
- June 1 – Summer Reading Program kick-off (starting with Rocker Billy and Lego man) at 1:30 p.m.
- Boy’s events and book dominoes events are being planned
- May 27 program on “Midwives, Doctors, and Healer” at 7:PM
- Exhibit set up for One Book Wyoming – program will be at the Fair this summer and in the fall
- Friends of the Library purchased a new refrigerator for the meeting room

Hulett Library Report (Nancy Bowles)

- Friends of the Library met on (4/6)—Discussed open house, book sale, judging young authors and paying for upcoming programs.
- Tiny-tot Story time (Tuesdays)- 3-4 kids really enjoying it. Will continue this summer, also.
- (4/8) Mitch Mahoney did a program on Native American Migration into the Black Hills. 23 people attended and everyone really enjoyed it. There was a long Q & A afterwards.
- (4/10) Early-out Friday Movie-22 kids attended. We showed *Dolphin Tales 2* and provided popcorn and small cans of pop or water.
- (4/13) Book Discussion met and we watched the movie “Unbroken” after having previously read the book. The book “Ordinary Grace” by William Kent Krueger was handed out for next month’s discussion.
- (4/14)-We invited the 7 - 1st grader’s over for a field trip. We played find these books, snacks were provided and we issued Library Cards to them if their parents signed the permission slip.
- 4/16-4/17- an open house was held both days honoring National Library Week as well as a giant book sale. We sold about 200 books. Also, on the 17th, the 2 Young Author participants, Grace and Faith Anderson, were honored.
- 4/21-National Cowboy Poetry Week was April 19th – 25th. Cowboy Poet Darla West performed with an interactive program to a packed house.
- 4/23- Richard & Mary Materi presented their program on Tim McCoy. 5 guests were present.
- Echo and I finished weeding the non-fiction. We weeded out a LOT of books
- Starting to weed out old magazines

Moorcroft Library Report (Maylee Baron-Kanode)

- 200 students from the grade school visited the library in about a week

New Business

No new business

Old Business

A. Credit card for postage – Jill prepared a letter for the Bank to authorize a new credit card and only four (4) people to sign and use this credit card. A \$500 credit card limit is to be set on the card. Tami made a motion that this card was to be used for postage only and that if it was to be used for anything else the employee could be dismissed. Hannah seconded the motion; discussion was taken place; motion carried and approved. Tami and/or Jill will ask bank for a different background picture for this credit card and to also be embossed for postage only.

B. Contracts – Josh Idler for snow removal in Sundance, Dee Williamson janitor for Moorcroft and Lacey Bears janitor for Hulett. The contracts were reviewed. The same hourly pay and job descriptions as last year. A motion was made by Bob to approve the contracts; seconded by Hannah; motion carried and approved. Contracts were signed and notarized.

Jill stated she has the new lease agreement for Hulett. It has been signed and approved by all parties. She will have Kim scan it in and send out to all board members.

Tami asked to move around the remainder of agenda to address budget last. Chairman Baron-Kanode agreed.

D. Policies – Hannah is making all the grammatical corrections and will deliver to Tami next Thursday, May 14, for her to update the version on the computer. Tami will send out after she has them updated. Possible morning meeting on June 2 to go over??

E. Strategic Planning – Jill needs to discuss with her employees at the June staff meeting the strategic plan we have so far for staff input. We will be meeting with Hannah Swanbom on at 10:00 a.m. on June 25 to finish up.

F. Job Descriptions – Jill sent out job descriptions in December and will resend out for us to address. Jill we check on these. Table job descriptions at this time.

G. Endowment – was discussed previously in County Librarian report.

C. Budget – In the past our board was allowed to turn in the budget after our May board meeting. Starting next year we need to have our budget in by May 1. Hannah made a motion that Tami could make any changes to the budget if determined by the County Clerk and/or County Commissioners if need be before our next meeting; seconded by Bob; motion carried and approved.

The budget was discussed in depth and at great length. The appropriate changes we made. Bob made a motion to approve the budget and seconded by Hannah; motion carried and approved.

Update the yearly calendar to reflect that the initial budget is due by May 1 of each year.

Adjournment: There being no further business at this time, Bob made a motion to adjourn the board meeting at 3:36 p.m.; seconded by Hannah motion carried and approved.

Next meeting will be on Tuesday, June 2

The chairman will determine the time of the meeting and will let the rest of the board know as soon as possible. The board may meet in the morning of the June 2 to finalize the policies. Other wise the boards is scheduled to go to the commissioner meeting at 1:00 p.m. and then have their regular board meeting at 1:30 p.m.

Respectively submitted by

Tami Baron, acting secretary

Maylee Baron-Kanode, CCL Chairwoman