

CROOK COUNTY LIBRARY BOARD MEETING
January 7, 2016
Hulett Branch Library

The Crook County Library Board met on Thursday, January 7, 2016 at the Hulett Branch Library. Board members present were Maylee Baron-Kanode, Paulie Jolley, Bob Smith, Tami Baron 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 12:00 p.m. by Chairwoman Maylee Baron-Kanode and began with the Pledge of Allegiance.

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

Maylee called the regular board meeting to order at 1:08 p.m.

Tami made the motion to approve the agenda as presented with the movement of item C. (Reporting on exit interview) under New Business to Executive session; seconded by Paulie; motion carried.

There were no introductions.

Correspondence received this past month included a thank you from Catherine Mosley with a donation for the Sundance Library and then a letter from the State of WY Department of Audit providing a report of the cost comparisons of the county governments.

The minutes of the December 3, 2015 Regular Board meeting and the December 28, 2015 Special Board meeting were reviewed. Bob made the motion to accept the December 3rd and the December 28th Special meeting minutes as printed, seconded by Maylee; motion carried.

The checklist of expenditures for January 7, 2016 was reviewed. Tami questioned why Allison Bush-Forsberg was provided with health insurance for January 2016. After some discussion, Tami explained there are three (3) ways in which to handle a situation such as this: 1) Advising the county in a timely manner so the individual is taken completely off the list for health insurance by the end of the month; 2) The individual agrees to reimburse the county out-of-pocket if they want the insurance; and 3) The individual agrees not to terminate their position until the first (1st) Friday of the following month. Discussion was held as to whether there was anyone who didn't wish to be covered for Workers Compensation. Tami advised Jill to contact County Attorney Joe Baron regarding a waiver form individuals could sign for this purpose. It was noted a money order was purchased with funds from the Library Foundation money box for the purpose of doing a background check on Lacey Haynes prior to hiring her for the Moorcroft Branch Library. Jill was advised to place a note with the background check in Lacey's file indicating it came from the Library Foundation. Jill advised the board the new mileage rate of \$.54 went into effect on January 1, 2016. Bob made the motion to accept the checklist as presented, seconded by Paulie; motion carried.

Jill reviewed the treasurer's report for January 7, 2016. It was noted 42.47% of the funding was expended of the libraries FY2016 county budget. Total operating funds stands at \$262,757.44

for this month. There wasn't any money used from the reserve account to pay bills. Bob made the motion to accept the treasurer's report for January 7, 2016 as presented, seconded by Marge; motion carried. Jill noted that Hill's Interior was to be at the Sundance library on January 8, 2016 with the estimates for new carpeting in the library. Jill will be going over to their store to look at carpet samples in the near future.

Library Reports:

County Director's Report:

Jill attended the regular December library board and foundation meetings, as well as a special library board meeting on the 28th. She also attended 2 commissioner sessions; held weekly staff meetings at each library, and read at the nursing home & assisted care on a weekly basis. There was a county staff meeting, and the branch managers were meeting on January 8th. Jill sat in on the job interviews in Moorcroft and conducted new employee orientation Monday, January 4th. She also met with the county attorney and testified at an unemployment hearing. The Christmas activities included the Sundance open house and light parade, Festival of the Trees, the Hulett open house, and the Moorcroft polar express event.

The commissioners approved the 2016 mileage rate -- \$.54/mile (down from \$.575/mile).

Moorcroft is still waiting for their diaper changing station and handicapped door handles to be installed. The disk repair machine has been received and will be installed in Hulett.

Lacey Haynes started as the new Youth Services Librarian in Moorcroft on Monday. Jill is still advertising for the open position in Sundance. Allison's last day was December 31st – she is still willing to work as a substitute if needed.

Dates have not been set for shooter/computer trainings for staff.

The Library Foundation still has 1 opening. Income for December included Christmas donations, wish tree donations, the Polly Smith Memorial, the Bob Roadifer Memorial, and the Dana Proctor Memorial. The foundation paid out for the festival trees, a book for the Roadifer memorial, and periodicals. Trees have already been ordered for next year's tree festival.

Jill shared a book from the 2nd Legislative Session entitled "Laws of Wyoming 1893" that was acquired recently for the Sundance library.

Stats –

Library visits - 2187
New cards – 15
Programs – 20/286
Outreach – 47
Meeting room 36/282 people
Volunteers – 14/45.5 hours
Notaries -- 7
ILL 37 in, 42 out
Computers 794

Hulett:

- Nancy watched two (2) Webinars & Echo watched one (1) this month. One webinar was the new booklist for Spring 2016 and the other was 15 Ways to Improve your Library's Facebook Page.

- The Friends of the Library met on Monday December 7th. They discussed the upcoming Open House & Christmas Centerpiece Silent Auction.
- Only one Children's Storytime was held this month.
- Book Discussion was held at one of the group member's house. They each read a different Christmas Book and gave a report on what was read. The book, 'The Daily Coyote' by Shreve Stockton was handed out for the next meeting.
- The Christmas Open House was held on December 18th from 2-5 p.m. They had a small number of people attend and the auction money was down \$250 from last year.
- Echo and Nancy attended the Staff Meeting at Jill's house on December 22. reida went to her son's house in Arizona for a little over 2 weeks during the Holidays.
- The cord problem by the computers was taken care of by moving the whole computer station over to the pole. They moved all the computers off and cleaned them while they were at it.
- They will be having another painting session at the Library with Darla West, called Coffee and Canvas on January 15th.
- A program with Cynthia Klinger is scheduled for February 18th. She will be presenting her trip with the Road Scholar Tour that featured Tony Hillerman's Southwest History and Landscape.

Moorcroft:

- Keith Chapman brought in flowers as a remembrance of Nancy. He shared a hand made native cedar vase with the library that is made from 50 pieces of wood glued together and finished for the flowers.
- Mandy and Pam did a Webinar on Large Print, and also attended a unemployment conference call at the court house, with Joe Baron
- Cindy and Pam worked on organizing the children's department. Lane and Cade (Cindy's helpful boys) helped with the heavy stuff and moved the desk away from the heat, which is a problem at the moment as the thermostat stuck and Al Machtan will come and replace it.
- Pam and Jill interviewed 4 ladies for the Youth Service job and hired Lacey Haynes who started on Jan 4th.
- The Polar Express program kind of failed. They had 11 kids, 2 adults, and 6 teens attend. Found out later that most of the classes had done the movie all week at school. Peggy Fraser and Andrea Robinson helped the library staff.
- Mandy and Pam attended the staff party at Jill's house.

Sundance:

Youth news:

- Bonnie had three story times in December and all were well attended.
- Bonnie held a "Boredom Buster Family Craft Day" all day on December 29th. Families made several different crafts like family memory story jars, picture frames, window clings, and New Year's Eve poppers. There were games for the families to play together and hot cocoa to sip. We had a great turnout with 19 kids and 8 adults dropping in throughout the day.
- January 6th was "Shapes" story time. There were 26 kids and 11 adults.

- Bonnie's 1000 Books Before Kindergarten is going well. There are now 26 kids signed up. Nine kids have read 100 books, three have read 200 books, three have read 300 books, one has read 400 books, and one has read 500 books.

Adult news:

- Lunch Bunch discussion group is meeting January 21. They are each reading a biography and then telling the others about that life story.
- Feeders Readers book discussion group is meeting January 26th. They are reading *The Worst Hard Time* by Timothy Egan.
- The Friends of the Library met January 4th and took down all the Christmas decorations. They will meet again on January 12th.
- On January 13th at 7 p.m. at the Sundance High School Auditorium the library will be hosting "A Press Conference with Teddy Roosevelt": a first person portrayal of the colorful 26th President of the United States by actor Arch Ellwein.
- The Open House on December 4th was a success. They had quite a few people that came and enjoyed cookies, candies, coffee, and hot cocoa. The wonderful ladies from the Sundance Friends of the Library provided the goodies, and had the library beautifully decorated. The Sundance Community Hand Bell Choir gave a wonderful performance. There were around 30 to 40 people who stayed for that, including young children who got a chance after the performance to try the bells.
- They had a great float in the Sundance Light Parade on December 4th. They won "Most Unique Entry"! John Mackey donated the use of his truck, did a lot of the set-up, and drove for the library staff. Will Yemington donated the use of a trailer and generator. Jill, John, Kim and her kids worked to put it all together. There were 13 floats plus fire trucks and ambulances.
- The Festival of Trees after the parade was also wonderful. There were lots of gorgeous trees, including the Crook County Library Fancy Nancy tree, decorated by Bonnie.

Foundation Liaison Report:

Paulie allowed that the Foundation board meeting went well. The board is beginning to plan the annual Young Author's Contest for this spring. They are also considering either making a trip to Lusk or perhaps Skype with the Library Foundation there to discuss some of their reporting and investments procedures.

Old Business:

Paulie made a motion to approve the County Library Job Description, which the board has been working on in their work sessions, seconded by Bob; motion carried. Discussion was held on the need to have a form available for employees to sign indicating they have received a copy of their job description. It was requested that Jill have the branch library managers review their job descriptions at the staff meeting on January 8th and make general notes of what fits each of the three libraries for the library boards review.

New Business:

Jill requested the County Library Hours be changed at the Sundance Library. After some discussion the board approved the request and the library will be open from 9:00 a.m. to 5:00 p.m. Monday through Friday beginning January 19, 2016. This will allow Jill time to advertise the time

changes in the newspaper and on the website. The board will reevaluate the time change at their April 2016 regular board meeting.

Discussion was held regarding contract workers and the renewal of their contracts for 2016. Bob moved to amend the Personnel Policy relating to Contract Workers and change the wording to reflect the change from a yearly contract to a multiple year contract based on satisfactory performance evaluations, seconded by Marge; motion carried.

Discussion was held on the possibility of having Josh Idler remove snow from around the handicapped ramps to avoid build up in the parking lot area at the County Library in Sundance. Jill will discuss the matter with Josh.

The board members decided to work on the Library Branch Managers Job Descriptions at their next meeting in February 2016.

Tami will send out the county librarian evaluation form to all the board members to review and prepare for Jill's annual evaluation at the February 2016 meeting. The board will utilize the evaluation form that has been used in previous years and then will develop a new one to use in 2017 based on the new job description.

The next board meeting is scheduled for February 4, 2016 at the Moorcroft Branch Library beginning with a work session at 9:30 a.m. for the purpose of working on the job descriptions with the branch librarians and then having their regular board meeting. Tami moved to start the February 4, 2016 meeting at noon, seconded by Bob; motion carried.

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

Tami moved that the board enter into Executive session for personnel reasons at 3:30 p.m. with Jill, seconded by Bob; motion carried.

The board left executive session at 3:52 p.m.

Adjournment:

There being no further business at this time Bob made the motion to adjourn the board meeting at 3:53 p.m., seconded by Marge; motion carried.

Respectfully submitted by

Marge Myers, CCL Secretary

Date

Maylee Baron-Kanode, CCL Chairwoman

Date