

CROOK COUNTY LIBRARY BOARD MEETING
February 4, 2016
Moorcroft Branch Library

The Crook County Library Board met on Thursday, February 4, 2016 at the Moorcroft 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 9:30 a.m. by Chairwoman Maylee Baron-Kanode and began with the Pledge of Allegiance.

The first ninety minutes of the meeting was utilized as a workshop to review the job description for the Branch Librarian.

Maylee called the regular board meeting to order at 12:00 p.m. Guests present included Charlene Delfino, Casey Devish, Larry Ferrell, Nancy Feehan, Dick Claar, John Aloisio, Dell Atkinson, Babe Lynch, County Attorney Joe Baron and County Commissioner Kelly Dennis.

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

Pam introduced Lacey Haynes as the new Youth Librarian at the Moorcroft Branch Library.

There was no correspondence.

The minutes of the January 7, 2016 Regular Board meeting were reviewed. Tami made the motion to accept the January 7, 2016 minutes as printed, seconded by Bob; motion carried.

The checklist of expenditures for February 4, 2016 was reviewed. After some discussion, Marge made the motion to accept the checklist as presented, seconded by Bob; motion carried.

Jill reviewed the treasurer's report for February 4, 2016. It was noted 48.83% of the funding was expended of the libraries FY2016 county budget. Total operating funds stands at \$291,927.09 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 February 4, 2016 as presented, seconded by Marge; motion carried.

The board was expecting Peggy Howard at this time as she had requested to be placed on the agenda but she called Maylee during the meeting and indicated she would be sending a letter to the board instead.

At this point in the meeting the library board heard a presentation made by members of the Moorcroft Recreation Board and the Moorcroft Town Council in regards to their wanting to move ahead with the old Moorcroft Elementary School Building and of their hopes of the Moorcroft Branch Library moving into the facility in the future. The Library Board Members will ask to be on the County Commissioners agenda at their meeting in March to discuss the possibilities of this matter.

Library Reports:

Moorcroft:

- Lacey was hired and she started on the 4th of January. She has caught on fast to the system and is very organized. She has worked on her programs and the summer reading program. She watched a couple of webinars, looked thru everything to see what was there and what she had to work with.
- Pam attended the board meeting in Hulett and the branch manager meeting in Sundance, where the employee's worked on the branch managers job descriptions.
- Pam watched a webinar or two.
- Mandy did a couple of webinars, and hosted the book club. They read "The Perks Of Being A Wallflower", and watched the movie. She has been showing the movie and serving popcorn and then having the book discussion.
- Cindy and Pam sorted, moved and weeded books. They are trying to make room, which only helps for a little while. Mandy then deleted 344 books off the system. She is in the process of making a book tree like the one in Hulett.
- Business has picked up since the construction is gone. They had 500 people in this past month, so their numbers are up.

Hulett:

- The Friends of the Library met on Monday, January 4th. There were 6 members present.
- The Library Board Meeting was held in Hulett on January 7th.
- Nancy attended the Branch Manager meeting in Sundance on January 8th.
- Five people met for the Book Discussion on January 11th. "The Daily Coyote" by Shreve Stockton was discussed and the new book "I Feel Bad About My Neck and Other Thoughts on Being a Woman" by Nora Ephron
- Nancy has been weeding, inventorying, and washing the shelves in the Adult Fiction. Echo will start on the 4-6 section this month.
- Coffee and Canvas that was scheduled for January 15th was cancelled due to snow and is rescheduled for February 20th and will be at the Museum.
- The Friends of the Library had their first BINGO of the Year on January 17th. They will have another one on February 21st and on March 20th.
- Echo attended the Early Childhood Educator Workshop in Sundance on January 23rd.
- Echo made 28 visits to the School Library to read to the K-6 classes.
- Donna Willey worked at the Library while Nancy was on vacation the last of the month.

Sundance:

Youth news:

- Bonnie had four story times in January and all were well attended. Yesterday was "Music" story time. There were 24 kids, 2 babies, and 12 adults. After listening to several books and singing songs, the kids got to march all around the library with musical instruments and make music. They also made shakers.
- Bonnie's 1000 Books Before Kindergarten now has thirteen kids that have read 100 books, six read 200 books, five read 300 books, five read 400 books, four read 500 books, and one has read 600 books.
- The annual Sundance Winter Festival will be February 20 and 21. Jill and I will be walking around giving the kids book bags with a book, a bookmark, and a sucker. Last year we tried to have people stop by the library where we had a fire pit, hot cocoa, and

- marshmallows to roast, but we were too far from the goings on to get many people. We hope we can reach more people this way, and encourage them to visit the library.
- We are collaborating again this year with Kathy Bjornestad, the Sundance Elementary School Librarian, for the second annual “Read In”. It will be March 3rd and will be a celebration of Dr. Seuss’ birthday on March 2nd, in addition to promoting reading and literacy in school and at home. Bonnie and Kathy have been working hard planning the activities for the evening. It will be from 6:00 to 7:30.
 - Bonnie’s girls’ sleepover will be in March and her little girls’ tea party will be in April.

Adult news:

- Lunch Bunch discussion group met January 21 and talked about biographies they had read. They are meeting again on February 18. They are reading *The Storied Life of A.J. Fikry* by Gabrielle Zevin.
- Feeders Readers book discussion group is meeting February 23. They are reading *Home* by Toni Morrison.
- The Friends of the Library will meet on February 9. They are having their annual bake sale on February 11. They will be at the library with the goodies from 7:30 to 8:45, and then will be traveling around town. They are asking for donations of baked goods. They can be dropped off at the library on Wednesday the 10th.
- On February 19th we will host “Indian Attack!”, a program on the Pettigrew Wagon Train attack in 1877 by Vernon Davis.
- On display this month we have some beautiful examples of Swedish Weaving and the American Legion’s annual Poppy Poster entries from the Secondary School. We also have a map of the United States that has pins in it for every place outside of Wyoming that we sent a book to through InterLibrary Loan.
- On January 13th we hosted “A Press Conference With Teddy Roosevelt” at the high school auditorium. It was terrific! We had 41 people attend. Arch Ellwein did a wonderful job, and we’ve had lots of great compliments from all who attended.
- Sometime in early March we are planning an adult coloring event. Rusty Speidel has generously given us one of his “Animals of the Black Hills” books to make copies for patrons to color. Rusty will also be there that evening discussing his coloring books, answering any questions, and coloring.
- We had a hearty thank-you from a patron who lives here, but frequently spends time in Minnesota. He has been reading the C.J. Box “Joe Pickett” series. When he headed to Minnesota this last time he had just finished the ninth book. He went to the library near his daughter’s home to check out the 10th book, but that library does not put any series spine labels on the books. He was given an incorrect list of the books in order, and ended up reading several out of order. He says that he is so thankful that we put the series order (or the order published, if not a series) on all of our books, and he wished that all libraries would do the same!

County Director’s Report:

- Jill attended various meetings throughout the month.
- She and Bonnie did interviews for the Sundance Adult Services Librarians position.
- She did an initial orientation and paperwork with Lacey Haynes in Moorcroft on January 4th, and since then they have reviewed her job description and are planning to review the library policies.

- Had a branch managers meeting where they discussed the branch managers job descriptions. Discussed budget ideas and orientation
- The Sundance library will not be closing for spring cleaning since they will be getting new carpeting and will be moving books and shelving around at that time. She will hire someone to clean the seventy-two (72) light fixtures in the library.
- She attended the county department heads meeting, the Friends of the Library meeting in Sundance, read at the Asst. Care Facility and the Nursing Home, did an interview for the Arts Council, and then participated in the “A Press Conference with Teddy Roosevelt” presentation.
- She did a conference calls regarding the WILD library card policies.
- She did a webinar on Facebook and is trying to get into the business account.
- The Library Foundation is planning to do the Young Authors contest with the Hadley family again this year.
- The Library Legislative Reception is February 12th in Cheyenne. The library lobbyist will give a report prior to the reception on anything the legislators are addressing in regards to the libraries.
- The Moorcroft employees would like to get rid of one of the old card catalogs in their library. They wanted to know if they could donate it to the museum and wondered what the policy might be in regards to donations.
- Moorcroft is still waiting for their diaper changing station and handicapped door handles to be installed. The storage shed is done and ready to be placed in the back of the library. Randy Gill will be in charge of getting the cement pad poured for the shed. Morgan Ellsbury will move the storage shed over when the pad is ready.
- The estimate for new carpeting at the Sundance Library is almost \$30,000. The budget has only \$20,000 set aside. The meeting room alone is about \$5000 and it appears the Sundance Friends of the Library will donate for that. The Library Foundation has indicated the possibility of doing a fundraiser for the remaining amount. It was suggested to see if the Newcastle prisoners would be able to assist with moving the shelving.
- The Friends of the Library are purchased a portable speaker system for the library and then a new computer desk for the teen section is being built by students in the woodworking class.
- The six (6) replacement computers are ready to install, and then the wand scanners are ready for Hulett and Sundance. Tom Mills is working on getting the wiring done for the disk repair machine in Hulett.
- Jill has been working on tax forms and have them sent out.
- The Library Foundation has a person from Moorcroft interested in joining the foundation board and they had a guest speaker attend their meeting.

Foundation Liaison Report:

Paulie reported the foundation had invited a guest, Ryan Meredith, to attend their meeting and do an assets analysis of the Foundation Boards investment portfolio. Discussion following Ryan’s suggestions included that he felt mutual funds which are professionally managed are the safest investments even though they are not always the highest dividends. They also discussed the possibility of a liquid cash account which is easy to set up with dividends from investments going into this account. The trees which were ordered ahead of time for next year’s Festival of Trees were returned because of there being of poor quality. The board also discussed that National Library Week in the library would be a good time for a fund raiser.

Old Business:

Discussion was held regarding the fact the changing station and the new door knobs have as of yet not been installed at the Moorcroft Branch Library. The board has been waiting to have this project completed by Randy Gill for almost a year.

Discussion was held on the fact there were items that needed to be added to the County Librarians job description that was approved at the January meeting. These include: 1) under Budget - #7 states prepares monthly and annual budget reports and needs to have “and prepares and maintains monthly invoices, vouchers and checks for library Board approval”; 2) under Administration #1 – should be changed to services, programing and operations”; and 3) to add under Professional Development the wording of “a minimum of 12 hours/year” should be added. Tami made the motion to amend the County Librarian’s job description with the changes as discussed; seconded by Bob; motion carried.

County Attorney Joe Baron discussed the MOU and other things to consider in entering into any agreement in regards to the library moving into the old Moorcroft Elementary School Building.

Discussion was held regarding the amending of the personnel policies and whether it should be done as a whole document or add a page to the policy noting the changes made to certain portions of the policy. Paulie made the motion to adopt the personnel policy at this meeting with the changes made in the last few months and in the future to just add a page indicating the changes amended into the policy, seconded by Bob; motion carried.

The board discussed the up and coming budgeting period which is in March and April. Jill noted there has been no discussion regarding salary increases in the county department head meetings. Suggestions to put in the budget included the need to address the idea of tying the library into the county generator with the Public Health Office; the need to include Jill on the County Health Plan; the possibility of obtaining a video camera along with picnic tables, purchasing new entry rugs, painting the exterior of the Sundance Library, repairing the drainage problem at the front entry way of the Sundance library, doing repairs to the ramp at the Moorcroft Branch Library, changing out the front door of the Moorcroft Branch Library, possibly obtaining two (2) benches, painting the children and teen area of the Moorcroft Branch Library; putting in poles in the Hulett Branch Library where electric conduit can be contained; purchasing air conditioning units for the Hulett Branch Library; installing a new book drop at the Hulett Branch Library and painting in their children’s and youth area also. It was mentioned that the Moorcroft Branch Library would like to place long skinny sand bags near the storage shed in order to help alleviate the water drainage problem.

Discussion was held on the need for better snow removal in the parking lot at the Sundance Library.

New Business:

There was no new business to attend to at this time.

Review Yearly Calendar: The board will continue to work on employee job descriptions at their meeting in March and begin working on the FY2017 budget.

Tami moved that the board enter into Executive session for personnel reasons at 2:51 p.m. with Jill and Kim, seconded by Bob; motion carried. Jill and Kim were excused from the executive session at 3:08 p.m.

The board left executive session at 4:11 p.m.

Bob moved to hire Carrie Riley for the Sundance Adult Services Librarian position at the wages agreed upon by the board at the January 7, 2016 meeting, seconded by Tami; motion carried.

After some discussion, the board decided to schedule their next meeting and a work session around the day and time of their meeting with the County Commissioners on March 1st or 2nd, 2016 at the Sundance Library.

The board discussed the presentation given by the Moorcroft Recreation Board and Town Council and decided that should the library move to the old elementary school they would like the whole area of the section of the building as discussed based on the cost.

Adjournment:

There being no further business at this time Bob made the motion to adjourn the board meeting at 4:21p.m., seconded by Tami; motion carried.

Respectfully submitted by

Marge Myers, CCL Secretary

Date

Maylee Baron-Kanode, CCL Chairwoman

Date