

## CROOK COUNTY LIBRARY BOARD MEETING

April 7, 2016

Moorcroft Branch Library

The Crook County Library Board met on Thursday, April 7, 2016 at the Moorcroft Branch Library. Board members present were Maylee Baron-Kanode, 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. Paulie Jolley had an excused absence.

The meeting was called to order at 9:43 a.m. by Chairwoman Maylee Baron-Kanode and began with the Pledge of Allegiance.

The first two (2) hours of the meeting were utilized as a workshop to review the job description for the Youth Services Librarian (Children and Young Adult Librarian).

Maylee called the regular board meeting to order at 12:00 p.m.

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

Correspondence included a thank you note from Beth Kreuter and a letter from Marge indicating that she would not be applying for another term on the library board.

The minutes of the March 1, 2016 Regular Board meeting were reviewed. Bob made the motion to accept the March 1, 2016 minutes as printed, seconded by Marge; motion carried.

The checklist of expenditures for April 7, 2016 was reviewed. After some discussion regarding a check for reimbursement to Nancy Bowles, Bob made the motion to accept the checklist as presented, seconded by Marge; motion carried.

Jill reviewed the treasurer's report for April 7, 2016. It was noted 63.96% of the funding was expended of the libraries FY2016 county budget. Total operating funds stands at \$220,221.04 for this month. There wasn't any money used from the reserve account to pay bills. Marge made the motion to accept the treasurer's report for April 7, 2016 as presented, seconded by Bob; motion carried. Jill related she had ordered the Ipads for the library. Discussion was held regarding the need for the county to obtain an Apple ID and provide generic library email for each of the libraries.

### **Library Reports:**

### **County Director's Report:**

- Jill attended several meetings during the month of- March including the library board and foundation meetings, 4 commissioner sessions, a tour of the Moorcroft town center building with the commissioners, the Moorcroft city council/mayor/rec board, architect, and library board; the once a week staff meetings at each library, reading at the nursing home & assisted care, Read-In at the Elementary in Sundance, Young Authors contest presentations, Sundance Friends of the Library planning meeting for luncheon, WYLD governing board conference call and call with Governing Board chair, girls sleepover in Sundance, Nancy Pearl workshop in Gillette, branch manager's meeting, county department heads meeting, proclamations

signed by Sundance and Hulett mayors. Meetings coming up in April are the county staff meeting with Alice training April 25, Tim Velder's program on April 15, the library open houses in Sundance and Hulett, the director's work session in Laramie April 27-29, and the health fair on April 30.

- Randy Gill will be working on gravel pad for the storage shed in Moorcroft. The Sundance carpeting will be installed the first part of June and hopefully the windows will be replaced soon.
- The commissioners discussed the increase in health insurance premiums and voted to continue paying the same percentages they have been. Revenues will be down this coming year. Randy Gill was asked to proceed with replacing/repairing the parking area and sidewalk at the rear of the Moorcroft library. The commissioners signed the National Library Week proclamation. They discussed the Moorcroft building and several alternatives which included repair and add on to the current building, rent space in the Town Center, or purchase a wing of the Town Center building to renovate – no decisions can be made without further information.
- The Foundation will select a new member at their next meeting. They received \$386 in donations last month and paid out for periodicals, Young Author contest prizes, and books purchased with memorial monies from the Proctor family and Tiny Bush.

### **Moorcroft:**

- The Young Authors contest had 2 entries and 2 winners. Pam put an article in the newspaper, along with pictures on the website. The winners were Camden and Hadley Hanson.
- Pam attended the board meeting in Sundance with the commissioners on March 1<sup>st</sup>. The meeting included working on job descriptions.
- Lacey spent all day in Sundance with Bonnie and came back with lots of ideas and information. It is always good to get different and new ideas from others.
- Cindy, Lacey, Mandy and Pam attended Nancy Pearl at the Gillette library, they thought it was interesting and came home with ideas.
- Pam attended the manager meeting, worked on job descriptions, and talked about various things.
- The Book Club read The Power of One plus the movie. They have the kit in their collection. The next book is "The Life of Pi".
- Jill and Kim came over and Kim went over the serials with Mandy.
- Attended the meeting that the town held, with commissioners, board members, town council members and Kyle Gillette. They looked at the area the library is interested in and learned some interesting facts.
- Lacey, Mandy and Pam went to the town hall to do the proclamation for National Library Week.
- All the employees did some webinars.
- The employees are gearing up for National Library Week. Mandy is hosting some guessing games along with an adult coloring contest. Lacey is doing a coloring contest for different age groups.
- Their numbers are up again this month, Lacey had an Easter Egg Hunt for the kids.

## **Hulett:**

- Nancy attended both the Library Board Meeting and the County Commissioners Meeting on March 1<sup>st</sup> and then the Branch Manager's Meeting in Moorcroft on March 21<sup>st</sup>.
- The Friends of the Library cancelled their meeting in March due to a lack of attendance.
- Echos had four (4) story times at the library in March. She made twenty-two (22) visits to the school to read and view two (2) Webinars. Nancy didn't find any Webinars that were relevant.
- Book discussion was held on March 14<sup>th</sup> and discussion was on the book "All the Light We Cannot See" by Anthony Doerr. For April, each person chose a different biography or entertainment book.
- Both Nancy and Echo attended the Nancy Pearl program in Gillette on March 18<sup>th</sup>. Donna and Frieda were at the library.
- Mitch Mahoney from the Hulett Museum presented a program on the Real Story of Hugh Glass on March 31<sup>st</sup>. Twenty (20) people attended.
- Nancy is still weeding, inventorying and washing shelves in the Adult Fiction and Echo is doing the same in the 4-6.
- April events planned are: an after school movie on April 8<sup>th</sup>; the First (1<sup>st</sup>) Graders will be coming to the library on April 11<sup>th</sup>; the Friends of the Library will host a book sale on April 13-15; and the library will have an open house on April 15<sup>th</sup> with root beer floats.
- The Cowboy Poet cancelled for the Cowboy Poetry Week between the 17<sup>th</sup>-23<sup>rd</sup> and so the employee's decided not to have a program this year.
- The employees have been busy planning the children's summer program schedule. They have decided to do the summer programs on Tuesday beginning June 21<sup>st</sup> through July 19<sup>th</sup>. The Raptor Program, "Climbing with Frank" at Devil's Tower and swimming at the KOA are some of the activities planned. On Thursday's, the employees will schedule a different event each week such as painting classes, Wii tournaments, karaoke, game show day and show a movie. Calendars will be made up for June and July with the events, dates and times to be passed out at school and to homeschoolers.

## **Sundance:**

### Youth news:

- Bonnie had five (5) storytimes in March. For her Dr. Seuss Storytime on Dr. Seuss' birthday, she had thirty-four (34) kids and three (3) babies. For her Easter Storytime and Egg hunt on March 23<sup>rd</sup> she had eighteen (18) kids and two (2) babies. The employees were expecting over 50 kids. Due to the weather and the schools having a late start, the preschools were closed and the day cares didn't want to walk their kids down in the snow. Bonnie had four (4) storytimes planned for April plus the class visits for National Library Week and cowboy Poetry Week.
- Bonnie's 1000 Books Before Kindergarten is going strong. She has three (3) kids who have read 900 books. Twenty-nine (29) kids are now signed up.
- The second annual "Read In" was March 3<sup>rd</sup> at the elementary school. The employees did a reader's theater of The Day the Crayons Quit. Bonnie gave books to each of the kids. There were 134 people in attendance, which was really good since half of the kindergarten class was out sick that day.
- Bonnie's girls' sleepover was March 11<sup>th</sup>. There were fifteen (15) girls, thirteen (13) stayed the night. Since Sundance Library had the UW Art Museum's Blackfoot Indian Tipi exhibit,

the girls decorated their own tipis. They were on exhibit in the display cases for the rest of March.

- The library had a “Dress-up a Peep” contest. Patrons recreated a scene from their favorite books using Peeps. There were six (6) entries. Casey Harmon won the Adult division, Jesse Harmon won the 2<sup>nd</sup>-6<sup>th</sup> grade division, and Rose Stever won for the Pre K-1<sup>st</sup> grade division.
- Bonnie’s “A Very Fairy Tea Party” for girls 4 years old through 3<sup>rd</sup> grade will be on April 22 from 2:45 p.m. to 3:45 p.m.

#### Adult news:

- Lunch Bunch discussion reading group’s next meeting is April 21. They are reading “A Guide to the Birds of East Africa by Nicholas Drayson.
- Feeders Readers book discussion group is meeting April 26th. They are reading “A Tidewater Morning” by William Styron.
- The Friends of the Library met on March 8<sup>th</sup>. They started planning the Open House Luncheon on April 15<sup>th</sup>. Their next meeting is April 12<sup>th</sup>.  
The Libraries adult coloring event with Rusty Speidel will be sometime in May.  
Kim finished weeding the video cassettes. She deleted over 370 in total. She will start weeding the non-fiction next week.
- The Sundance Library has several things planned for National Library Week: 1) A Scholastic Book fair in the Wyoming Room from April 11-April 22; 2) Kindergarten through 3<sup>rd</sup> grade classes will visit the library the week of April 11<sup>th</sup>; 3) the 4<sup>th</sup> -6<sup>th</sup> grade classes will visit the following week, which will be Cowboy Poets week. Pat Frolander will work with each of these classes and create a collaborative poem.; 4) The Friends of the Library Annual Open House Luncheon will be April 15<sup>th</sup> from 11:30 a.m. to 1:00 p.m.; 5) Tim Velder will present his program “Horse Meat March of General Crook in September 1876” on the evening of April 15<sup>th</sup> at 7 p.m.

#### **Foundation Liaison Report:**

Since Paulie was absent, Jill included the Foundation’s report with her Director’s report.

#### **Old Business:**

The board members having reviewed and updated the library job descriptions over the last few months, Bob made the motion to accept the completed library job descriptions, seconded by Tami; motion carried. Jill will update the evaluation forms based on the job descriptions.

The library board members went outside the Moorcroft library at this time in the meeting to take note of what repairs and possible additions could be made to the building depending on the county commissioner’s decision. Jill reviewed the history of the Moorcroft library and discussion was had on the possibilities of moving to the old elementary school. Basically it was determined that the library board has no intentions of buying but to possibly have a situation as the Hulett Library has whereby the library board would lease a portion of the building.

The contracts for independent contractors was discussed. Josh Idler had not returned his contract as of this date. Those returning their contracts were Lacey Bears of Hulett for a 2-year contract; Dee Williamson of Moorcroft for a 1-year contract; Kap Snow Removal of Moorcroft for a 3-year contract; and Whispering Pines of Sundance for a 2-year contract. Bob moved to accept the contracts from the independent contractors as presented, seconded by Tami; motion carried.

Discussion and review of the FY2017 budget was held. Jill was encouraged to submit the budget to the County Commissioners with the proposed salary increases. Bob made the motion to approve the budget with the changes as discussed, seconded by Marge; motion carried.

**New Business:**

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

**Review Yearly Calendar:**

The board reviewed the library board calendar and made the following changes: There were no changes made to the month of July. After some discussion, Bob made the motion to delete the wording regarding the Hulett library being closed during Biker Week in August, seconded by Marge; motion carried. Other changes included adding the wording that the board would tour the Sundance, Hulett and Moorcroft libraries during the months of September, October, and November; to delete the wording regarding the job descriptions in October; and Jill was asked to check with the County Emergency Mgmt. individual about doing something in regards to the emergency plans/safety/first aid. Bob made the motion to approve the changes to the library board calendar as discussed, seconded by Marge; motion carried. Tami will send out a revised calendar.

Tami moved the board enter into Executive session for personnel reasons at 2:29 p.m. with Jill, seconded by Bob; motion carried.

The board left executive session at 2:44 p.m.

**Adjournment:**

There being no further business at this time Bob made the motion to adjourn the board meeting at 2:46 p.m., seconded by Tami; motion carried.

Respectfully submitted by

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Marge Myers, CCL Secretary

Date

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Maylee Baron-Kanode, CCL Chairwoman

Date