

## CROOK COUNTY LIBRARY BOARD

May 5, 2016

Hulett Branch Library

The Crook County Library Board met on Thursday, May 5, 2016 at the Hulett Branch Library. Board members present were Maylee Baron-Kanode, Bob Smith, Paulie Jolley 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 1:30 p.m. by Chairwoman Maylee Baron-Kanode and began with the Pledge of Allegiance.

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

There were no introduction or correspondence.

The minutes of the April 7, 2016 Regular Board and the special meeting minutes of April 22, 2016 were reviewed. Bob made the motion to accept the April 7<sup>th</sup> and April 22<sup>nd</sup>, 2016 minutes as printed, seconded by Paulie; motion carried.

The checklist of expenditures for May 5, 2016 was reviewed. Bob made the motion to accept the checklist as presented, seconded by Paulie; motion carried.

Jill reviewed the treasurer's report for May 5, 2016. It was noted 71.35% of the funding was expended of the libraries FY2016 county budget. Total operating funds stands at \$176,892.92 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 May 5, 2016 as presented, seconded by Bob; motion carried.

### **Library Reports:**

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

- Jill attended several meetings during the month of April including the library board and foundation meetings, commissioner sessions, attended the "Alice" training and held the staff meeting that same day, reading at the nursing home & assisted care, branch manager's meeting, open house at each library in honor of Natl. Library Week, attended the contractors pre-bid meeting regarding the cement job planned for the Moorcroft Library, attended the state directors meeting in Laramie, she had a table at the annual Health Fair, attended Peggy Symonds funeral on behalf of the library, and participated in a Facebook class. Jill plans to attend the WYLD June 9-10, 2016 and is working on the cemetery walks for this summer.
- Jill turned in the library budget and the county commissioners hadn't gotten back to her about any changes as of yet. Jill and Marge attended the county commissioners meeting and Jill read the letter from the board regarding the City of Moorcroft's proposal to sell a portion of the old Moorcroft school to the county but there was no discussion regarding the matter.
- Jill is working with Morgan regarding moving the school mat to the library. She also has made arrangements for the Honor Farm to send people to help move furniture when the new carpet is laid at the Sundance Library.

- Jill reported there were 19 directors at the State Library Directors meeting. Bill Miller of LGLP presented information regarding lay-offs and progressing; there was discussion regarding the endowment and the possibility of the state legislators recalling that unused funding provided for the endowment match; discussion was held on the state spending policy; the state reiterated that once library records are put into the state system then they belong to the state; discussion was held regarding the Open Carry Law and patrons coming into the libraries with knives and guns; and the directors were made aware of the “ransomware” scam on the website.
- The Foundation appointed Amy Reynolds to the foundation board.

### **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:**

- Friends of the Library met on April 4<sup>th</sup> at the Library. They purchased a book rack for the Library to hold the new beginning reader books and supplies for the fish tank.
- On Friday, April 8<sup>th</sup>, the employees showed the movie “Inside Out.” They had about 30 kids attend.
- To kick off National Library week the employees had the 1<sup>st</sup> graders over for a field trip on April 11th. The 1<sup>st</sup> graders received library cards, if the parents filled out the paperwork. All but 1 child got one. They had the kids do a book search, they received a new book (donated by Steve), bookmarks, color books and various goodies that the employees had in the Library. They were then treated to a snack and drink.

- Also on the 11<sup>th</sup> Book Discussion group met. Everyone read a different biography and did a book talk about their book. The new book “The Language of Bees” by Laurie R. King was handed out for next time.
- They held a book sale that Wednesday-Friday and ended National Library Week with an Open House and served root beer floats.
- Echo and Nancy attended the ALICE training in Sundance and the all-staff meeting on April 25<sup>th</sup>.
- Echo viewed one (1) webinar this month and attended the Youth Services Meeting in Gillette on April 29<sup>th</sup>. She had four (4) Storytimes at the Library and made seventeen (17) trips to the school to read.
- About 15 community members met at the Library for interest in getting a Farmers Market started in Hulett. They will be meeting again in May.
- The weeding and inventorying continues in the 4-6 and the Adult Fiction.
- On May 6<sup>th</sup>, the employees will be having a Ladies Tea Party here at the Library. Various teas and cakes will be served and prizes will be awarded for the best hats. They also have a “Special Guest, Lena Snickerdoodle” performing.

### **Moorcroft:**

- Moorcroft Community Ed hosted the LEGO Guy, and Lacey went up and helped.
- Pam met with the mayor, and signed the proclamation, with Mandy and Lacey.
- Board meeting in Moorcroft, worked on job descriptions, and looked around our building.
- National Library Week, Lacey, hosted coloring contest, with two (2) winners, one in pre and one in K-3. The kids cut words out of magazines and wrote poems, and guess how many ar in the jar. Mandy hosted an adult coloring contest with eleven (11) participants, two (2) Trivia winners, and lots of library trivia around the library. Kathleen Smith brought in muffins, on Monday, and later in the week she brought in a cheese, and meat tray.
- The Mayor of Moorcroft came in a couple of times to visit.
- Lacey, Mandy, and Pam attended the “Alice” training, thought it was good, and learned some interesting points. Staff meeting was short and sweet.
- Randy Gill came over on Tuesday, May 3<sup>rd</sup> and visited about the building and met with the contractors.
- All the employees did webinars and Lacey attended the Youth Services Meeting in Gillette on April 29<sup>th</sup>.

### **Sundance:**

#### Youth news:

- Bonnie had four story times in April. Her “Monster” story time had thirty-two (32 kids), five (5) babies, and fifteen (15) adults!
- She has three story times planned for May. May 4<sup>th</sup>, Bruzzer the Greyhound came with his special friend Pat Goodson. There were 30 kids, and 16 adults here to see Bruzzer and listen to Pat tell about Greyhounds.
- Bonnie’s 1000 Books Before Kindergarten is still going strong. She has three kids that have read 1000 books! When they reach 1000 each child receives a hard cover book, a certificate to Subway, a collage of all their picture milestones, and their book logs bound together.

- “A Very Fairy Tea Party” for girls 4 years old through 3<sup>rd</sup> grade was April 22. Bonnie and Carrie decorated the meeting room beautifully! There were twenty (20) girls. We were hoping for more, but there were conflicts with basketball and some other activities.

#### Adult news:

- The Lunch Bunch reading group’s next meeting is May 19<sup>th</sup>. They did not have their discussion in April due to a funeral, so they are discussing the same book, A Guide to the Birds of East Africa by Nicholas Drayson.
- Feeders Readers book discussion group is on hiatus for the summer. They will resume in September.
- The Friends of the Library met on April 12 to finalize plans for the Open House Luncheon. They are on hiatus for the summer.
- We had thirty-four (34) people at Tim Velder’s “Horse Meat March of General Crook in September 1876”. Six of those came over from Hulett despite the yucky weather. It was a wonderful, informative program!
- Our adult coloring event with Rusty Speidel will hopefully be the week of the 23<sup>rd</sup>. We are waiting on final word from Rusty.
- On June 3<sup>rd</sup>, the Vore Buffalo Jump will hopefully be hosting a program at the library at 7.

#### National Library Week highlights:

- The Scholastic Book Fair sold \$1360 worth of books.
- Kindergarten through 3<sup>rd</sup> grade classes visited the library during National Library week and made finger print bookmarks.
- 4<sup>th</sup> and 5<sup>th</sup> grades visited during Cowboy Poetry week. Pat Frolander worked with each of the classes to create a collaborative poem.
- The Friends of the Library Annual Open House Luncheon had 64 attend!
- Our daily drawing winners were Cindy Stacy, Arianna Williamson, Maya Miller, Gail Mix, and Mike Snow. They each received a very nice library book bag, sticky note set, and bookmark.

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

Donna Willey, Sue Fuhrman, Linda Rogers and Paulie Jolley met in advance of the April 21<sup>st</sup> meeting to get the “carpet giving letters” ready to be mailed. There were 180 letters sent out. The need is \$5,000.00 for the Sundance carpet project.

Funds from the CD #46277 were moved to an Edwards Jones Investment account. There was \$120,000 from another CD that was sent to the WY Community Foundation.

It was a unanimous decision to add Amy Reynolds as a new board member to the Foundation Board. They are excited to have her!

It was suggested to contact Shelly Edwards for an audit for the Foundation records. She is from Gillette and does non-profit business audits.

#### **Old Business:**

The County Commissioners are going to continue with the cement project at the Moorcroft Branch Library.

The contracts for independent contractors was discussed. Josh Idler, who does snow removal, hasn't turned in his contract as of yet but Jill did visit with him recently and he indicated he would get it into her soon.

A motion was made by Bob and seconded by Paulie to authorize Tami to sign June 1<sup>st</sup> budget request that goes to the County Commissioners; motion carried.

**New Business:**

Jill advised the board the limit on the librarian's postage credit card is at \$500.00 and they are finding that amount insufficient in regards to when the statement is received and payment is made and Jill would like the limit increased. Librarians are having to pay out of pocket due to overage that occurs during the billing period and the payment. Paulie made the motion to approved the increase the limit to \$700.00, seconded by Bob; motion carried. Jill will draw up a letter for Tami to sign.

After some discussion, it was decided to have the next regular board meeting on June 2<sup>nd</sup> at 10 a.m. at the Sundance Library.

**Review Yearly Calendar:**

The board reviewed the library board calendar. It was noted the evaluations were completed for 2016. Jill will be working on the new evaluation forms based on the updated job descriptions and they will be utilized in the spring of 2017.

**Adjournment:**

There being no further business at this time Bob made the motion to adjourn the board meeting at 2:18 p.m., seconded by Paulie; motion carried.

Respectfully submitted by

---

Marge Myers, CCL Secretary Date

---

Maylee Baron-Kanode, CCL Chairwoman Date