CROOK COUNTY LIBRARY BOARD
November 2, 2016
Sundance Branch Library

The Crook County Library Board met on Wednesday, November 2, 2016 at the Sundance Branch Library. Board members present were Maylee Baron-Kanode, Paulie Jolley, Tami Baron, and Beth Kreuter. Unable to attend this meeting was Bob Smith, an excused absence. Employees present were Jill Mackey, County Library Director, Kim Heaster, Sundance Branch Librarian, Nancy Bowles, Hulett Branch Librarian, and Pam Jespersen, Moorcroft Branch Librarian.

The meeting was called to order by Chairwoman Maylee Baron-Kanode at 1:01 p.m. and began with the Pledge of Allegiance.

After introducing Melanie Wilmer, County Emergency Management Coordinator, it was asked that Melanie's presentation take place immediately since she had to attend a meeting with the County Commissioners. The amended agenda was then approved. Motion was made by Paulie and seconded by Tami. Motion carried.

Melanie was asked to be introduced and then introduced. Jill asked Melanie visit with us and review what emergency plans the County has in place and is putting in place. Jill also asked where the library fits into the plan and where library staff and patrons go in case of emergency. Melanie said the plan is a guide line and the documents are living documents and develop as the need arises and can change. Priorities for emergencies are life, property, and environment.
Each building or facility in the county is unique and needs to develop its own plan. Each library is also unique and will need to work on an plan. The libraries should have a floor plan showing all the exits and evacuation routes. These should be posted at each entrance. How will the library property be restored if an emergency takes place? Is there a plan in place? Where will staff and patrons meet in an emergency evacuation? Think worst case scenario when developing a plan. Plans should be simple and flexible. Plans should be worked on collectively. These are the successful plans.
What are goals of emergecny planning? Does everyone know where the fire extinguishers are? Are drills done in each library? Does each library have supplies if people are sheltered within?
There are many online trainings available to the public.
Alerts for emergencies will come from dispatch, and people will be alerted by landline, text message, e-mail, etc. with a "Code Red" warning. Melanie will be meeting with each community to decide on where the emergency shelters are. Jill asked for the courthouse's plan. Melanie explained what the shelter trailer was and what is in it.
Melanie provided several resources for developing a plan and she stated that FEMA provides many courses and resources available.

There was no correspondence.

Tami moved, and Paulie seconded a motion to accept the corrected meeting minutes from the regularly scheduled meeting from October 5, 2016. On the final page of the minutes WLS needed to be changed to WLA. Motion carried.

The checklist of expenditures was reviewed. Tami questioned the number of hours needed to paint the sheds. Jill explained that they are not quite done but the average was $18.75 an hour which was the most reasonable of the bids she received. Beth moved and Paulie seconded a motion for approval of the checklist. Motion carried.

Jill then gave the treasurer's report. As of October 31, 2016, the adjusted checking balance was $104,082.34. The current balance in checking is $95,672.46. With the 1-year CD, the total operating funds was $123,210.97. The total amount of the budget now expended is 30.51%, and $30,195.08 from reserved funds was used. Paulie moved to accept the treasurer's report, and Beth seconded the motion. Motion carried.

Director's report for November 2016:

Meetings during the past month included the library board and foundation meetings, 2 commissioner sessions, weekly staff meetings at each library and a branch manager's meeting, weekly reading at assisted care and nursing home plus conversations with Wyoming State Librarian Jamie Markus. Still to complete the Annual Statistical Report for the state library and the equipment/furniture inventory of all 3 libraries. I was on vacation the last week of October. Coming up is the Holiday Bazaar in Sundance and Festival of the Trees, both fundraisers for the library foundation.

Building issues – The sheds were painted in Sundance and the new windows need to be recaulked – Randy and the commissioners are aware. Moorcroft – still waiting for new GFI outlet, tree removal, and new doors. Electrical wires were rerouted in Hulett. The Foundation received a $2000 from the Vondriska family for an iPad kiosk in the Sundance Children's Section.

Looking ahead to next year's budget – info was released stating that sales & use tax collections for 2016 declined 20.9%.

At the Branch manager's meeting we worked on clearing up item types in the library system so we are consistent and reports will be easier to generate, discussed the new employee orientation checklist, and viewed a webinar on Makerspaces.

Hulett:
October 2016

Friends of the Library met on Oct 3. It was decided that during National F.O.L. week we would hold an Open House at the Library and each member was to bring a new member to sign up. The Open House was held on October 19th from 3-5 and we had 10 new members sign up.

Kierstan Basey from DTNP put on "Going Batty," a program about bats. 4 kids and 6 adults attended this program. She is hoping to do another one in January on snakes.

Book Discussion met on Oct 10th. The book, "Uglies" by Scott Westerfeld was discussed and the new book "Whiskey Beach" by Nora Roberts was handed out for next time.

Craig Goodell, the electrician was in on the 12th and moved wires & cords around, so there is no more on the floor.

We held a book sale at the Library on Oct. 11-14th. We did get rid of a few books.

For Teen Read Week, we had a Teen Pumpkin Decorating Contest with a $25 prize. 3 Teens took pumpkins home to decorate and not one of them brought them back in.

Afternoon Craft was held on Oct 18th. We drilled pumpkins and painted wine bottles which were

decorated for Halloween. The interest is increasing each month.

The Cream Cheese Baking Contest was held on Oct 21. We had 11 entries and 14 people show up for the Tasting in the afternoon.

4 people joined us for the afternoon movie. We showed the movie, "Hello, My Name is Doris," and served popcorn.

Echo and Nancy are still working on weeding and inventorying. They both attended the WLA in Sundance on the 27th. Nancy also attended the Board Mtg on the 5th and the Branch Mgr mtg on the 17th.

In November, we will be exhibiting the Mercy Train Pictures, the UW Art Mobile will be here on the 3rd, Afternoon Craft on the 17th with a Thanksgiving craft, and afternoon movie on the 21st.

Moorcroft:

BOARD REPORT OCTOBER 2016

Attended the board meeting here on the 5th of Oct.

Moorcroft had a Manager meeting on the 17th; we discussed several things, with one being the manager orientation packet. After lunch we did a Webinar on Makerspaces in Libraries. What some of the things we might set up in our libraries.

Cindy decorated for Homecoming week, and Lacey had the children's area all Halloween'd up. Lacey painted the wall on her day off, and is now making plans for so additions, so it isn't so bland. She is going to the school and reading to 222 students, she goes up on Monday, Tuesday, and Thursday at different times. Her story hour and craft classes are growing.

I attended the Citizen of the Year Banquet on the 15th; the banquet had a good turnout.

I went to Hulett to judge the cream cheese cooking contest.

There were some mighty tasty goodies, and a hard decision to make. It was very enjoyable.

We all attended the WLA conference in Sundance. Very informative, and very well organized. Kim andthe girls did a great job. Chris from the state was helpful and gave a very informative talk on the databases.

We all did some Webinars. We keep trying to learn something!

Mandy keeps up on the web page, FB, and does a great book club. She is working on getting more people to join. She is pulling all of the DVD's, and putting them behind the desk. We have been lucky, buy have had a few issues.

We are hosting the Art Mobile this Friday. So far we have not had much response, we are hoping someone attends.

We are closed for Veterans Day on the 11th and Lacey is planning a day with Veterans, with DOG TAG making and the instructor from the Gillette College Machine shop will be here to explain his program.

We will continue to host Cookies on Friday's; it seems our patrons are looking forward to our cookie days. We have a volunteer that is going to make some for us. We are not sure what we will be doing in December.

Cindy and Mandy are going to do an adult craft class next month.

Sundance:

Kim's report for November 2016

Youth news:

- Storytime is going well. For the Halloween party on October 26, there were 21 kids, 11 adults, and 5 babies. The kids listened to several Halloween books, did finger plays, and then had a blast with several games and the "spooky cave" before enjoying cookies provided by Ms. Moore's students. For this morning the theme was "Surrealism: Visions of the Mind" with the University of Wyoming Art Museum's Ann Simpson Artmobile. We had 13 kids, 6 adults, and 4 babies.

- The week of October 9 was Earth Science week and Wednesday, October 12 was National Fossil Day. Bonnie had geologist Deanna Stever as a special guest for Storytime that day. The Crook County Library was featured in the Wyoming State Geological Survey Geo-Notes Fall 2016 Newsletter.

- The 1000 Books Before Kindergarten is still going strong with new signups.

Adult news:

- November 8 is National Cappuccino day and we will be providing patrons with a cup of (instant) cappuccino.

- The Lunch Bunch reading group is meeting November 17. They are reading "The Power of One" by Bryce Courtenay.

- Feeders Readers book discussion group is meeting December 27. They are reading "The Known World" by Edward Jones.

- The Friends of the Library met on October 11. They had a great book sale and ended up with just over $900. They will decorate the library on December 1, and plan to have new book cutouts for sale at the Festival of the Trees: "JOY", "PEACE", and "NOEL". These will be in addition to the "READ" and the special orders. Their next meeting is November 8.

Upcoming events:

- Rocky Courchaine will be doing a program on his dad who was a POW in WWII on November 18.

In other news:

- We were a zone host site for the 2016 WLA Conference on October 27. We made little goodie bags for all the attendees, had several door prizes, and gave out lots of swag provided by the State Library. We had all of our county public librarians here plus Twila Pilcher, Lara Coberly, and Christi Hampton (paras and school librarian from the Hulett and Upton schools), and Chris Van Burgh from the Wyoming State Library. We watched two live keynote speakers, Bob Beck from Wyoming Public Radio, and Gene Gagliano, an author from Buffalo and Wyoming's Poet Laureate. We had our choice from 16 pre-recorded videos and watched 7 of them. Chris also gave us a live overview of the

databases on gowyld.net. We had a terrific lunch made for us by Jessica Neiman of the Amish Kitchen. It was a wonderful day of learning and networking. The State Library did an excellent job of setting this all up as an alternative to the conference in Jackson.

- Artmobile educator Erica Ramsey arrived here in Sundance on Monday afternoon and set everything up. We had 6 groups of students from the elementary and secondary schools (75 total) here for programs yesterday that started just after 8:00 and ended at 3:15. We also had numerous patrons walk through the display. Today we are having 5 groups of students (71 total) for programs in addition to the storytime this morning. Tomorrow the Artmobile will be in Hulett and on Friday it will be in Moorcroft.
- Bonnie received an iTunes card from Chris Van Burgh for purchasing apps on the iPad. Chris also gave an iTunes card to my daughter Shelby as an advance reward for participating in the upcoming Teen Video Challenge. This iTunes card was provided by Gale, and Chris' only stipulation was that Shelby mention the Gale databases in her video.

Foundation Liaison report from 10-19-16

- Discussion on emergency management issues---Melanie Wilmer , county coordinator is touring the three library branches
- New windows in Sundance Library still need to be sealed
- Funding from Gil Vondriska family would be available for an expanded video room in the event of expansion of the Sundance Library
- Merci Train exhibit was in Sundance in September, Moorcroft in October, and Hulett in November
- The cream cheese baking contest in Hulett was a success on Octobe 20 with Cassie Paulus taking 1st place and Twila Pilcher 2nd place
- The spending and investing policies adoped by the Foundation have been sent to the County Attorney for review
- An announcement will be sent to the newspaper stating that the endowment is completed. Perhaps a party will be planned when we begin to be able to spend the profits from the investments
- A CD was transferred from Hulett Bank to Sundance Bank by board members Pauline Jolley and Mary Heinert
- On December 2nd the Foundation will be sponsoring a Christmas tree silent auction. Twenty trees have been purchased to be distributed to groups interested in decorating a tree for the silent auction. Discussion involved getting some live trees as well.

Respectfully submitted by Pauline Jolley, CCLB Liaison

Board Member Reports:

Tami reported that in the public hearing on cattle guards a suggestion was made that libraries be closed because they are unused and unnecessary because "everyone now uses the internet". Perhaps statistics on how many people use the library, and articles be published as what the libraries do and what is available. Tami suggested that we advocate for the library whenever we can be it in the newspaper or on the website.

Old Business: None

New Business: Emergency Management Plan: Jill will contact other libraries to find out what plans they have that might work as a guideline for us.

Review Yearly Calendar: Christmas events: December 2nd is the Parade of Lights and the library will have a float. December 2nd is also the Festival of the Trees silent auction sponsored by the Foundation. Friends of the Library will decorate the Hulett Library. Moorcroft will do something.

December is also a time to review job descriptions and evaluation reviews.

Trustee Trouble video question: Three reasons legislators, parents and residents should support the library: education, literacy, economy, entertainment, community center, exposure to historical and cultural programs and learning. The libraries are great levelers for those who do not have technology at hand.

Tour of Sundance Library:

After touring the Sundance Library, the wish list for each library is below:

Sundance:

Matching bookcases for WY room?
2 public search stations
Clear circ countertop – monitor under glass
Area rugs
New circ desk?
Twirlie for brochures, etc.
Generator w/public health
Exterior painting
Ramp/parking lot/street parking
Sidewalk cracks
Change teen curtains
Meeting room chairs (folding, padded, mounts in closet)
New chairs in reading areas
Mount big screen
New portable screen
Stove
Replace cracked glass in display

Moorcroft:
More room
More shelves, matching shelves
Deal with cracks
Outside light fixture
Exterior painting
Carpeting downstairs
Electrical conduit – reroute electrical courds
Paint downstairs
Lights
Electrical outlets, outlet covers
Refrigerator
New white tables (3-4)
Shelving in downstairs closet
Clear out bathrooms downstairs, and stairwell
Digital overhead projector??
New table downstairs
Tighten railing
Wall around water fountain
Clean up branches, debris around library

Hulett:
Saggy shelving
Air conditioning
Electrical conduit
New book drop
Anchor TV?
Another table in kid's section

Executive Session: Paulie moved and Tami seconded that the Board go into executive session to discuss possible litigation at 3:42 p.m. on November 2, 2016.

Adjournment:
With no further business, the meeting was adjourned at 4:10 p.m

Next Meeting: December 7, 2016, Wednesday, at 1:00 in Moorcroft.

Respectfully submitted,
Beth Kreuter
Beth Kreuter

Maylee Baron Kanode 12-7-17