Crook County Museum District Board of Trustees Meeting
July 18, 2016
Sundance, Wyoming

Trustees Present: Pam Thompson, Catherine Cardarelli, Lorie Marchant; Sheila Semlek; Rod Knudson; Tom Lindmier

Trustees Absent:
Museum District Employees Present: Lisa McGuinness, Rocky Courchaine, Cynthia Clonch, Mitch Mahoney
Museum District Employees Absent:
Guests:

The Sundance meeting room was open and available to any person who wished to attend the budget hearing. Employee evaluations were held prior to the regular board meeting. Originals will be kept in employee files. At 5:11 p.m., Chairman Pam Thompson called the meeting to order. Rocky led the Pledge of Allegiance.

Agenda: Shiela S. moved to approve the agenda with amendments; Rod K. seconded; motion passed.

Minutes: Lorie M. made a motion to accept the minutes with corrections; Tom L. seconded; motion passed.

Guest: N/A
Treasurer's Report:. Read by Rod K.; Will be placed on file

Bills and Purchase Orders: Mitch M. presented 1 purchase order.
Lorie M. made a motion to pay bills and purchase orders; Tom L. seconded; motion passed.

Unfinished Business:. A discussion was held concerning requests from a company (SmartProcure) for specific supply orders and documentation. It was decided that the best course of action, under the law, would be to establish set fees for copies and labor, in regard to public record; @ .20 cents per copy page and $40.00 per hour for the staff member. This will be added to our by-laws.
Additionally, Tom L. offered to furnish an additional policy for the P&P handbook. Signatures were added to forms required by Summit State Bank to finalize Lisa M.'s addition to that account.

New Business: Lisa M. requested that the board consider approval for an additional program from QuickBooks. The board asked that more information on the various levels of the program be supplied at the next meeting so that a decision can be made.

Reports:
Old Stoney Report. An explanation of the current window phase pause was given (wrong windows were ordered and were not acceptable for historic accuracy.) Rocky C. has been offering programs every Friday evening in the building, from poetry and music to historical lectures.

Director Reports: The Director Reports are attached.
The Sundance Museum had guests this month.

The Hulett Museum had guests this month.

The Moorcroft Museum had guests this month.

Compensation Time, Time Off Requests and Travel Vouchers/Reimbursements:
A motion was made to accept all by Tom L., seconded by Lorie M. Motion passed

Adjournment:

The meeting was adjourned at 6:15 p.m.

August Meeting: The next meeting of the Crook County Museum District Board of Trustees will be in **Hulett August 25, 2016, in the meeting room.**

Pam Thompson

Pam Thompson, Chairman