

Minutes
Converse County Library Board of Trustees
Meeting of January 23, 2012

Present: Scott Barber, Holly Shoemaker, Trish Popovitch, Jeremy Matter, Michelle Romberg and Director Karen Hopkins

Observer: Jeff Bond of HeinBond, Branch Manager Paul Pidde

Call to Order: President Barber called the regular monthly meeting of the Converse County Library Board of Trustees to order at 4:47 PM, on Monday, January 23, 2012 at the Glenrock Branch Library in Glenrock.

Consent Agenda Approval: Popovitch moved that the consent agenda be approved as presented. Shoemaker seconded the motion. Motion carried.

Reports:

- Building: Jeff Bond of HeinBond updated the Board on the progress of preparing for materials to be used for presentations and general information sessions.
- Financial: Hopkins presented financials to the Board including the Check Register, the Balance Sheet and the Profit & Loss. Hopkins stated that with the December and January checks from the County, the Library is at approximately 56% of anticipated income. Expenses are being closely monitored to prevent overspending. Matter moved that the financial reports be accepted as presented. Romberg seconded the motion. Motion carried.
- Director: Directors reports are included in Board packet.

Unfinished Business:

- Public Relations RFP: Romberg moved that the decision to select a public relations/marketing firm be postponed until the February meeting pending proposals from additional firms to be solicited by Hopkins. Shoemaker seconded the motion. Motion carried.
- Commissioner meeting: Hopkins has requested a meeting time on February 8, 2012 commissioners agenda. As soon as Hopkins receives verification from the County Clerk on date/time she will forward that information to the Board.
- Equipment Purchase: Hissam recommend two different microphone systems for the library to acquire for teleconferencing. Romberg moved that \$1400.00 be approved for purchase of two microphone systems for the library. Popovitch seconded the motion. Motion carried.
- Policy: Popovitch moved that chapter 2.11 through 2.20 be tabled until the February meeting. Shoemaker seconded the motion. Motion carried.

New Business:

- CCB banking resolution: Popovitch moved that Converse County Bank be designated as a depository for the Converse County Library System for the calendar year of 2012. Shoemaker seconded the motion. Motion carried.

- Holiday Swap: Shoemaker moved that the 2012 Veterans Day holiday, Sunday, November 11, 2012, be swapped with Monday, December 31, 2012 for a long weekend for New Years. Popovitch seconded the motion. Motion carried.
- Legislative Reception: Hopkins refreshed the Board members on the WLA Legislative Reception which is scheduled for Thursday, February 23, 2012 in Cheyenne. A stipend is available for Board members to attend. Board members will contact Hopkins with their desire to attend.
- Business After Hours: The Foundation and the Library will co-host Business After Hours in Douglas at the library on Wednesday, February 15, 2012 from 5:00 – 7:00 PM. Popovitch moved that \$100.00 be approved for refreshments for the event. Shoemaker seconded the motion. Motion carried.

Announcements:

- none

Next Meeting: Mon., February 27, 2012, Douglas, 4:30 PM

There being no further business to bring before the Board, the meeting was adjourned at 7:05 PM.