

Minutes
Converse County Library Board of Trustees
Meeting of December 19, 2012

Present: Scott Barber, Jeremy Matter, Trish Popovitch (via teleconference), Holly Shoemaker

Absent: Director Karen Hopkins

Observer: 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 5:20 PM, on Wednesday, December 19, 2012 at the Converse County Library in Douglas.

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

Reports:

- Financial: Board discussed the financials including the Check Register, the Balance Sheet and the Profit & Loss. Matter moved that the financial reports be accepted as presented. Shoemaker seconded the motion. Motion carried.
- Director: Barber and Pidde informed the Board of the safe completion of Hopkins surgery and her arrival home to recuperate. Also noted was the January 7, 2013 start date for Maria Ricks as the Teen Librarian in Douglas.

Unfinished Business:

- WY Retirement: Shoemaker moved that the Converse County Library System apply for membership in the Wyoming Retirement System with the Library paying the full cost of 14.2% for all eligible employees. Popovitch seconded the motion. Motion carried.

New Business:

- 2013 Holiday schedule: Matter moved that the 2013 Holiday Schedule be approved as presented, matching the 2012 Holiday Schedule. Popovitch seconded the motion.
- 2013 Meeting schedule: Shoemaker moved that the Library Board meeting schedule be approved as presented with the Board alternating locations monthly as was done in 2012. Popovitch seconded the motion. Motion carried.
- Board member vacancy (suggestions needed): After a brief discussion, the Board agreed that suggestions for possible Board members be sent to Hopkins for interest verification and forwarding to the County Commissioners.

Building Project:

- Barber and Pidde informed the Board of the County Commissioners discussion on where we stand on the building expansion project. There will be a work session with the County Commissioners, George K Baum representatives, bonding agent representative, Board members, Director and Branch Manager on Wednesday, January 9, 2013 at 1:00 PM in the County Commissioners chambers in the Courthouse in Douglas. The objective of the work session is to make sure everyone knows what is being accomplished, what needs to be accomplished and who will be accomplishing what.

Executive Session:

- Matter moved that the Board go into Executive Session at 6:23 PM. Shoemaker seconded the motion. Motion carried.
- Popovitch moved that the Board come out of Executive Session at 7:08 PM. Shoemaker seconded the motion. Motion carried.
- Shoemaker moved that the Board approve a single time bonus for the staff for 2012 of \$100.00 per year completed service with a ½ year \$50.00 bonus, for those employees with less than a full year of service. Popovitch seconded the motion. Motion carried. Pidde will notify Kirk Hissam Thursday morning, December 19, of the bonus so Hissam can prepare the bonus checks.

Announcements:

- County Commissioners work session Wednesday, January 9, 2013, 1:00 - 3:00 PM in the County Commissioners meeting room in the Courthouse

Next Meeting: Monday, January 28, 2013 at 4:30 PM at the Glenrock Branch Library

There being no further business to bring before the Board, the meeting was adjourned at 7:14 PM.