

Minutes  
Converse County Library Board of Trustees  
Meeting of April 21, 2014

Present: Scott Barber, Jeremy Matter, Bob Lindmier, David Harned, Karen Werner, Director Karen Hopkins

Observer: Branch Manager Paul Pidde, PR/CI Manager Sara Doyle

Resource Person: Jeff Bond of HeinBond Architects

Call to Order: President Barber called the regular monthly meeting of the Converse County Library Board of Trustees to order at 4:50 PM, on Monday, April 21, 2014 at the Converse County Library in Douglas.

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

Reports:

- Financial: Matter moved that the financial reports be accepted as presented. Harned seconded the motion. Motion carried.
- Director: Hopkins briefly reviewed the Director Report included in the Consent Agenda packet.
- PLA reports: Matter reported on his attendance at the Public Library Association conference (PLA). His report was supplemented by a report from Cinnamon Johnson. Maker spaces and programs were frequently mentioned. Matter also commented on a censorship in the library seminar (Disruption Policy). Barber also reported on his PLA experience with such seminars as library bed bugs, genealogy/family history, and the secret history of library buildings.

Building Project:

- Glenrock design plans will be at 100% by April 25, 2014
- Hein Bond amendment proposal is due by April 30, 2014 for what/where Douglas is headed:
  - Genealogy/heritage in 2 rooms
    - One room is to be archive/backup with stronger fire suppression
    - Second room is to be more accessible and user friendly for general use
- One cent progress: Werner stated that One Cent revenue was at \$900,000.00 in March, the lowest in the last twelve months. It is anticipated that it will pick back up with spring/summer weather.
- Building Materials: brick exterior
  - Glen-Gery Brick, Tradition series, Marseille/Illiel Common Blend.
  - Wood as accent inside only, light in color.
  - Brick accent, textured if used at all, accent only – possibly around windows.
- Library Consultant: Lindmier moved that Barber contact Humphries Poli Architects of Denver, Jamie LaRue and other possible candidates to act as consultant with the following points as primary responsibilities:
  - Ensure that procurement procedures are established that provide for the purchase of bulk materials and equipment directly by the Owner to realize Wyoming sales tax savings.

- Assist with field changes within the established limits of approval and provide documentation for Owner approvals as required.
- Identify issues and concerns: ensure these are managed to resolution in the Owner's best interest.
- Participate in the design review meetings as the project moves through design execution; provide design constructability and value engineering input.
- Participate in weekly Owner, Architect, Contractor meetings.
- Review all RFI (Request for Information) and technical submittal items including monitoring any cost or schedule impact.
- Any other management activities related to the project as requested by the Owner.

New Business:

- Book Vending Machines
  - Lindmier is interested in placing a machine in Esterbrook this fiscal year if possible.
- Internship Program
  - Lindmier would like to develop a plan to ensure a continual source of leadership for the future of the library system. Cross-training with libraries outside the county was discussed. An assessment of skills/needs held by current library staff should be developed with emphasis on what will be anticipated in the future.
- FY 2014-2015 Budget: Hopkins submitted her recommendations for the FY 2014-15 budget. The Board revised and finalized the budget proposal for submission to the County Commission.

Matter moved to go into Executive Session at 11:32 PM. Harned seconded the motion. Motion carried. Harned moved to exit Executive Session at 12:03 AM. Matter seconded the motion. Motion carried.

Next Meeting: Monday, May 19, 2014 at the Glenrock Branch Library in Glenrock at 4:30 PM

There being no further business to bring before the Board, the meeting was adjourned at 12:04 AM.