

Minutes
Converse County Library Board of Trustees
Meeting of June 16, 2014

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

Absent: David Harned

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

Resource Person: Kirk Hissam – CCL IT/Bookkeeper; Joel Schell – Converse County Treasurer; Randy Hein of HeinBond Architects - teleconference if needed; Hal Hutchinson of IME – teleconference if needed

Call to Order: President Barber called the regular monthly meeting of the Converse County Library Board of Trustees to order at 5:45PM, on Monday, June 16, 2014 at the Converse County Library in Douglas.

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

Reports:

- Financial: Financial reports were reviewed. Matter moved that the financial reports be accepted as presented. Werner seconded the motion. Motion carried.
- Director: Hopkins briefly reviewed the Director Report included in the Consent Agenda packet.

Building Project:

- Special Purpose Excise Tax update: Joel Schell, Converse County Treasurer, updated the Board on how the Special Purpose Excise Tax (SPET) is going. Collection of SPET to date is a little over \$13,000,000.00 with \$9,400,000.00 of that earmarked for the libraries. Currently the libraries portion has a balance of \$8,400,000.00. Schell anticipates a steady revenue stream for the next 6-8 months, stating that projections beyond 8 months or so is very unreliable. Alternatives to bonds were briefly discussed and will need to be discussed with the county commissioners.
- Glenrock:
 - The formal bid award will be announced Tuesday, June 17, 2014.
 - HeinBond Architects recommend NOT getting the alternate 1 bid for the ice melt system as there is an estimated \$5,000.00 annual cost for operation of it. Lindmier moved that a date be set for a ground breaking ceremony in Glenrock after the bid start date is formally announced. Werner seconded the motion. Motion carried. Pidde and Doyle to make arrangements with oversight by Hopkins.
- Douglas:
 - Roof replacement discussed. A seven page history of roof problems, prepared by Kirk Hissam, was discussed and will be forwarded to architects and owners rep with copies to other parties as needed.

- Douglas layout plans were looked over for changes that will be included in final draft.
- Design committee was discussed with suggestions of including local residents, staff and use of suggestion boxes. Hopkins will contact Randy Hein to verify what he has in mind for the committee to accomplish before proceeding.
- Library Consultant: consultant will be utilized and paid for on an hourly basis.
- Asbestos Testing: Lindmier moved that Barber be approved to sign a contract for asbestos and lead paint testing and removal in both current libraries for a sum not to exceed \$10,000.00. Matter seconded the motion. Motion carried.

Old Business:

- LGLP: Hopkins updated the Board on LGLP coverage for volunteers. At a minimum, volunteers need an application and a job description. Workers Comp would not cover volunteers as they receive no salary. A “hold harmless” waiver signed by volunteers might be considered. Hopkins strongly recommended that the Board have Bill Miller of LGLP appear before the Board and explain options available. The library may want to consider a possible public forum, with other participating organizations invited, to learn more about LGLP issues for volunteers.

New Business:

- RFID: Hissam talked to the Board about RFID (Radio Frequency Identification). He spoke of options in RFID concerning vendors, types of tags, gate setups, checkout stations and inventory equipment. Discussion of what could be done with an RFID system followed. Hissam strongly recommended that the Board use an RFP process for potential vendors before making a decision.
- Lindmier moved to go into Executive Session at 9:14 PM. Werner seconded the motion. Motion carried.
- Lindmier moved to exit Executive Session at 9:37 PM. Werner seconded the motion. Motion carried.

Announcements:

- Making Your Maker Space: Building for Hands On Learning in Libraries, Wednesday, June 18, 2014, 1:00 – 2:00 PM
- One-Cent Project Budget Work Session, Monday, June 23, 2014, 9:00 – 9:30 AM, Commissioner Chambers
- County Budget Work Session, Tuesday, June 24, 2014, 2:00 – 2:30 PM, Commissioners Chambers
- Architect Progress Meeting, Wednesday, July 9, 2014, 2:00 – 5:00 PM, HeinBond offices, Casper
- Library Board/Staff Annual Picnic, Monday, July 14, 2014, 6:00 – 8:00 PM, location TBA
- Public Budget Hearing, Monday, July 21, 2014, Courthouse, time TBA

Next Meeting: Monday, July 21, 2014 at the Converse County Library in Douglas at 5:30 PM following the Public Budget Hearing at the county courthouse

There being no further business to bring before the Board, the meeting was adjourned at 9:57 PM.