

Minutes
Converse County Library Board of Trustees
Meeting of November 5, 2014

Present: Scott Barber, Karen Werner, Bob Lindmier, & Director Karen Hopkins

Absent: Jeremy Matter and John Nelson

Observer: Branch Manager Paul Pidde

Resource Person/s: Dennis Humphries of Humphries-Poli Architects (Consultant)
(teleconference), Randy Hein of HeinBond Architects

Call to Order: Vice-President Barber called the building monthly meeting of the Converse County Library Board of Trustees to order at 4:52PM, on Wednesday, November 5, 2014 at the Converse County Library in Douglas.

Building Project: Dennis Humphries joined via teleconference

- Glenrock:
 - Layouts A & B sent by Katie Spicer were discussed. Option B is preferred with some changes:
 - Relocate the public PC's so they are closer to the staff work area as in Option A
 - Move Non-fiction towards the Teen area to help delineate the Teen area
 - Move Fiction from the north area to the west area
 - Pivot Juvenile 90 degrees to the current north Fiction area
 - Pivot staff desks to face the branch managers office (keep them from having their backs to the public)
 - Branch manager office door to be on the same wall as the door to the activity room
 - Study room by entrance to be split into two smaller study areas with flex wall panels
 - Add a study room in the NW corner in the Teen area specifically for the teens
- Douglas:
 - Relocate Childrens on the ground floor from the NE corner to the SE corner to open up access to the meeting rooms
 - Sliding doors were discussed for entrance to the building on both public entrances
 - Skylights on the roof were discussed, debating the merits of having the natural lighting vs. potential leakage issues over the life of the building
 - Book sorter space discussed with the area to be in the NW corner of the ground floor with an outside after hours drop point and an inside drop point both feeding into a 3-bin sorter
 - Gate to replace the inside north sliding door to be able to limit after hours access to the library while retaining the access to the meeting rooms
 - Visibility to the second floor bathrooms as patrons come up the main stairs needs to be done with a wall extension, or shelving or plants or something

Dennis Humphries disconnected from the teleconference call at 6:40 PM.

- Glenrock asbestos abatement: Cynthia Sharon will be in Glenrock in the next two weeks to prepare a scope of work for the asbestos removal.
- Library informational meeting:
 - Commissioners suggested the library hold an informational meeting to update the public on what is going on
 - Library will be putting out poster boards and flyers every few weeks with updates for the public. Discussion of asking the grocery stores and banks if we can put up an easel with information/pictures/drawings for a few days rotating where it is to get maximum exposure.
- RFID/self-check/materials handling RFP: Albany County Library RFP was revamped by Karen Werner, discussed and modified, and will be sent out to Bibliotecha, 3M & TechLogic by November 7, 2014

Announcements:

- Architect progress meeting, HeinBond offices, Casper, Wednesday, November 12 at 2:00 PM
- Regular Board meeting, Wednesday, November 19, 2014 at 4:30 PM in Douglas

Next Meeting:

- Building: Wednesday, December 3, 2014 at the Converse County Library in Douglas at 4:30 PM

There being no further business to bring before the Board, the meeting was adjourned at 9:01 PM.