

Minutes
Converse County Library Board of Trustees
Regular Meeting of June 8, 2015

Present: Jeremy Matter, Scott Barber, Karen Werner, Bob Lindmier, John Nelson & Director Kirk Hissam

Guests: Randy Hein – HeinBond Arch, David Thorson – Nordic Sound, Donna York

Observer: Branch Manager Paul Pidde

Call to Order: President Matter called the regular meeting of the Converse County Library Board of Trustees to order at 4:41 PM, on Monday, June 8, 2015 at the Converse County Library in Douglas.

Barber moved to accept the consent agenda as presented with the addition of guest Donna York. Werner seconded the motion. Motion carried.

Werner moved that approval of the minutes of the May 18, 2015 meeting be tabled until the July 20, 2015 meeting. Barber seconded the motion. Motion carried.

Werner moved that the financials be approved as presented. Barber seconded the motion. Motion carried.

David Thorson of Nordic Sound discussed A/V ideas/concerns/solutions for the new buildings.

- First step is determining wants vs needs.
- Flexibility is the primary concern so wireless is most likely needed.
- Desire similar systems/equipment in both locations.
- Storage/recharge capability for wireless microphones.
- Hardware is typically 55-60% of the total project cost.
- Modular installation over time is a possibility.
- Multiple monitors/screens showing multiple things or the same thing on all screens.
- HD-T using Cat6 shielded cable.
- Dektronix or similar for scrolling information.
- Document camera.
- Outside digital signage.
- Douglas outside signage viewable by people sitting in the bank drive-thru lanes.

Randy Hein of HeinBond Arch. Updated the Board on architectural items.

- Brick color selections are lighter than the concept art, four shades total; the darkest shade will be in a solid configuration at the two main entrances. Werner moved to accept the four brick colors presented from Metrobrick: 205 wirecut, X25 smooth, X20 smooth and 220 wirecut. Nelson seconded the motion. Motion carried.
- A crane is coming in October and while it is here most of Third Street will be closed off with a twelve foot access corridor for fire department and police department and other services.
- Rocky Mountain Power wants to move power underground and move power meter boxes from the east side of the building to the north side; Randy thinks that deleting the drive through book drop from the alley and putting protective bollards on either side of meters may suffice. Lindmier moved to remove the alley outside book drop from the plans. Nelson seconded the motion. Motion carried.

- Design committee is needed for quick turn around on decisions, needs to meet on a regular basis. Hissam is interested.

Glenrock update:

- Property deed transfer: was Glenrock replatted? Can Glenrock be replatted and eliminate the 518 S. 4th address. Werner to address this issue with Hal Hutchinson, IME Owners rep.
- Moving update: walkthrough on June 16, Tuesday, Pidde to get the time at the Thursday meeting and forward to Hissam and the Board.
- Shelving: Hissam and Pidde visited the trailer and took pictures for Pidde to forward to WY Transfer & Storage for an estimate of the cost to retrieve shelving components from Douglas for installation in Glenrock.
- CenturyLink: immediate service at opening will include three voice lines, no read-me-a-story line, a fax line using DSL, 20 Meg download service for internet with service shift occurring the morning of Monday, June 22.

Meeting room naming: Matter talked with a Union Pacific executive and UP may be interested in naming rights and possibly furnishing the meeting room in Douglas. Matter requested meeting room capacity from Randy Hein to include in future discussions with UP.

Building & Contents insurance: HUB has a new contract, a \$3,000.00 line item in the library's budget will be required to cover the libraries contents: new Glenrock building-\$4,000,000.00, collection-\$150,000.00, FF&E-\$150,000.00, total of \$4,300,000.00 as of June 19, 2015. If the county does NOT own the building then the library will be responsible for a separate contract for building insurance.

Glenrock hours of operation and staffing: Hissam and Pidde to get job description ready and to the Board for review by Thursday. Position to be YA/Teen and circulation. Werner to come up with possible salary starting range.

Sign for Douglas construction site: Werner got permission to put up a sign on the fence at the construction site referring people to the Wyoming State Fairgrounds Ft Reno temporary library site; possibly use a QR code to direct them to the Ft Reno site.

LGLP/Bill Miller update: Hissam contacted Judy Just who sent him a copy of a sample policy manual. The sample manual is actually several manuals for Management, Personnel, Facilities, etc instead of one comprehensive manual covering everything.

Donna Rusk: job title changed to Douglas Library Manager/Technical Services Manager.

Jennifer & Maria headed to ALA – hours discussed.

Next meeting: Monday, July 20, 2015 following the public budget announcement at 4:00 PM in the Courthouse community room.

Meeting adjourned at 9:54 PM.