

Minutes
Converse County Library Board of Trustees
Regular Meeting of November 30, 2015

Present: Karen Werner, Bob Lindmier, John Nelson, Olive Baum & Director Kirk Hissam, Scott Barber (Ex-officio)

Absent: Jeremy Matter

Observer: Douglas Manager Donna Rusk, Glenrock Manager Paul Pidde

Call to Order: President Nelson called the regular meeting of the Converse County Library Board of Trustees to order at 3:37 PM, on Monday, November 30, 2015 at the Glenrock Library in Glenrock.

Werner moved to accept the consent agenda as presented. Baum seconded the motion. Motion carried.

John Nelson's comments:

- Appreciates the energy, talent and enthusiasm of all Board members
- In the interest of learning a little more about each other, Nelson passed around pictures of his 8 month old grandson – Grady.

Minutes of September 21, 2015 and October 26, 2015 meetings not available for review/approval.

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

Douglas building project update:

- Gulash Designs meeting updates: third of four meetings was on 11-23-15. A lot of selections for furniture have been made as well as a lot of fabric selections. Next meeting is December 14 for finalizing a lot of little details. Possible fifth meeting to be determined at the 12-14-15 meeting. May be able to have all wood shelving on both floors.
- HumphriesPoli and Clark & Sullivan November 12 meeting update: Dennis Humphries met with several Board members, C&S and Hal H. to deal with issues from Randy (HeinBond) in regards to plans and wall color – especially details missing on plans. Current wall color is “creamy” and is potentially a clash with the colors of the carpeting and furnishings. There are a number of changes needed/desired, some with credits, some with debits to the budget.
- Ft Reno lease: WSF is aware of the need for the lease to go through the 2016 state Fair season.
- Book drop – 3M? options: old fashion manual drop like Glenrocks (\$2,000-3,000); 3M Intelligent return outdoor (\$22,717) or indoor (\$19,217) or both (\$41,934). Decision needed: does C&S build for future installation or for inclusion for building opening date? These do NOT include annual maintenance costs for Intelligent returns.
- SW entrance design: drywall around seating/ramp needs to come out for better visibility.

Glenrock building project update:

- RFID: everything is tagged, 3M has a problem with communications between self-check and WSL
- Shelving – first batch of eight end posts is at the GHS, second batch is ready to go.
- Final walkthrough yet to be determined
- Items to be purchased in FY 16 (unspent FF&E funds): \$15,000.00 is there, put together a list of items to include: refrigerator, shelving, fireplace, rolling ladder & pseudo security cameras for stairwells. **Werner moved that the CCL Board review, evaluate & approve the list of proposed items for the Glenrock Library as prepared and submitted by Pidde & Hissam no later than December 1, 2015 for a total amount not to exceed \$15,000.00. Lindmier seconded the motion. Motion carried.**
- Items to be purchased in FY17: tabled until January or February 2016 meeting
- **Werner moved to accept the snow removal bid from A+ Builders for shoveling & salting of \$55.00 per instance and plowing, shoveling & salting \$115.00 per instance. Lindmier seconded the motion. Motion carried.**
- Regular maintenance for Glenrock building: the question was posed “is the Glenrock manager comfortable with performing all maintenance” and the answer was “no”.

Douglas staffing - additional: additional staff member primarily for circulation but with an eye toward picking up bookkeeping is desirable. **Werner moved to give Hissam permission to interview and hire for a circulation clerk in Douglas Library. Baum seconded the motion.**

Holiday closing schedule 2016

- **Werner moved that the listed holiday schedule be followed for the remainder of 2016 calendar year. Baum seconded the motion. Motion carried.**
 - January 1, 2016, New Year’s Day - Friday
 - January 18, Equality Day – third Monday in January
 - February 15, President’s Day – third Monday in February
 - May 30, Memorial Day – last Monday in May
 - July 4, Independence Day – Saturday
 - September 6, Labor Day – first Monday in September
 - November 11, Veterans Day - Friday
 - November 24, Thanksgiving – fourth Thursday in November
 - November 25, Employee Appreciation Day – Friday after Thanksgiving
 - November 26, Saturday after Thanksgiving, closed, employees scheduled to work may take vacation or make up hours earlier in the week
 - December 24, Christmas Eve - Saturday, employees scheduled to work may take vacation or make up hours earlier in the week
 - December 25, Christmas Day – Sunday,
 - December 26, Monday – closed with pay
 - January 1, 2017, New Year’s Day 2017 – Sunday, Library closed Monday, January 2, 2017

Draft policy manuals: discuss, review, revise:

- Meeting room policy for Glenrock: Werner moved to use the meeting room policy from Natrona County Library – Crawford Meeting Room Policy and add that the reserving party is responsible for any incurred damages beyond normal wear and tear to the building and contents; a \$50.00 refundable deposit is due at time of reservation; long term reservations can only be made 30 days at a time; meeting hall is available from 8:30 AM – 9:00 PM; and reserving party agrees to all the listed terms and conditions. Baum seconded the motion. Motion carried.

Additional items:

- Board volunteer for Mason's donation needed
- Board to review discretionary spending limit by Director
- Board to determine an efficient way of approving director taking time off

Executive Session

- Entered Executive Session at 8:48 PM.
- Motion to leave Executive session was made at 9:46 PM by Werner. Baum seconded the motion. Motion Carried.

Regular session resumed at 9:47 PM.

Werner moved that EOY bonus of \$500.00 per employee of record as of November 30, 2015 to be delivered December 15, 2015 be approved. Baum seconded the motion. Motion carried.

Announcements:

- After speaking with library staff, a Christmas party is not of great interest to anyone due to general craziness of individual schedules and commitments
- Beginning in December, Douglas OAC meetings will be held at 10:00 AM at the site trailer on Wednesday.
- Mason's would like to donate \$300.00 to the Endowment Challenge and the library be present December 9 at 6:00 PM to receive the donation.
- This month we will begin the process of registering library personnel for membership and attendance at ALA/PLA in Denver, CO

Next meeting: Monday, December 14, 2015, at the Douglas Library

Meeting adjourned at 10:06 PM, November 30, 2015