

Minutes
Converse County Library Board of Trustees
Meeting of February 2, 2015

Present: Scott Barber(teleconference), Karen Werner, Bob Lindmier, John Nelson & Director Karen Hopkins

Absent: Jeremy Matter - sick

Observer: Branch Manager Paul Pidde, Kirk Hissam – IT/Bookkeeping, Cinnamon Hopkins-Johnson – Circulation Manager/Outreach

Resource Person/s: Dennis Humphries & Katie Spicer of Humphries-Poli Architects (Consultant), Randy Hein of HeinBond Architects, Joe Yelton of Yelton Engineering

Call to Order: Vice-President Barber called the building monthly meeting of the Converse County Library Board of Trustees to order at 4:54 PM, on Monday, February 2, 2015 at the Converse County Library in Douglas.

Werner moved to approve the minutes of the December 1, 2014 building meeting. Lindmier seconded the motion. Motion carried.

Dennis Humphries discussed the email he had just received from Mary Gulash regarding bids submitted for Glenrock FF&E. Bids were solicited from 10 firms for Glenrock FF&E, 4 responded for the general bid, 2 responded for the millwork portion and one response for the Haworth portion. After review by Mary, she recommended we accept Wyoming Office Products bid for the general portion, First Continental for the millwork and Pare Furniture for the Haworth portion. These parts totaled \$135,296.14 out of a \$150,000.00 budget. There are a few items such as bean bag chairs that will need to be purchased by the library out of the remaining funds.

Lindmier motioned to move forward with the Glenrock FF&E bids as recommended by Mary Gulash and reported by Dennis Humphries. Werner seconded the motion. Motion carried.

Werner to broach this subject with Owners Rep Hutchinson and the county commissioners in order to start a discussion on funding options.

Building Project – Douglas:

- Presentation by Spicer and Humphries
 - Colors/finishes: two general ideas were presented for Board and staff consideration.
 - On the Diagonal: bold solid or solid appearing stripes run at a diagonal periodically across the floor with the stripes running at a 90 degree angle change on the second floor
 - Blocked Path: squares and rectangles of different color/pattern would be placed in such a fashion they would act as a visual guide to get from the doors to service points or other areas in the library.
 - Suspended ceiling sections in some parts of the library for sound suppression and lighting effects; these could be coordinated with the Blocked Path carpet approach for a significant visual impact.
 - Color palettes suggested:
 - Nature/neutrals

- Cool color – works good in health/medical clinics as it is soothing, may NOT be the effect the library needs or wants
 - Bold stripes or color patterns
 - Block Path could be done with some grab bag for “pop” visual effect of the blocks
 - Carpet & tile samples were shown and discussed and held for the library staff to discuss.
 - Existing glu-lam beams would be used for a fireplace mantle and possible other accent areas.
- Architect Progress presentation by Hein
 - Lowered ceiling areas to delineate areas and help with sound control is completed and can be well coordinated with the carpeting examples listed earlier.
 - Northeast stairs are being redesigned for easier/friendlier access for staff
 - Solar tube lighting layout to be finalized now that the drop ceilings are finalized
 - Lighting layout is the last big step.
- Parking lot agreement: several points of concern were raised:
 - A clause for a reasonable expectation of renewal is desired
 - Designated party shall be Converse County Library NOT Converse County
 - Future parking area to the north of the new building possibly being used as a staging area for construction purposes
 - Werner to clarify with HeinBond about lights for the future north parking area
 - Share expenses after the library pays for the paving and lighting of the parking lot
 - Library to pay for the parking lot lighting and CCB to pay for snow removal as a possible solution
 - Barber to contact Pat Dixon or an alternate real estate lawyer about the parking lot agreement and other points of concern if they arise
- Temporary location: Joe Yelton of Yelton Engineering reported on his findings of the Ft Steele building on the WY State Fair Grounds.
 - 4” basement slab is a major issue
 - Plan A would be to pour additional slabs to provide further support
 - Plan B would be to add support to existing posts
 - Plan C would be to add additional supports changing current 8’ spread to a 4’ spread and substantially increasing support
 - Telescoping legs would allow for settling and fine adjusting as needed
 - Channel iron would be most supportive for bases, without channel iron you would need thicker and larger plates to get the same results
 - Bearing wall down the center of the lower level is another possibility
 - Can get options with sufficient detail for bidding purposes to the library by Thursday, 2-5-15 – point of contact is K Hissam for further dissemination
 - Suggests shelving be in the center section with this additional support and tables/seating in the outside zones. Possible for some shelving against the outside walls.
 - Dennis Humphries is supportive of the Yelton ideas and will proceed with layout plans based on Yelton suggestions for additional support

Nelson moved that the Library Board proceed with supporting the suggestions from Yelton Engineering for possible additional support for the upper floor of the Ft Steele building with Humphries-Poli to proceed with layout plans for shelving and furnishings based on those suggestions. Lindmier seconded the motion. Motion carried.

- CenturyLink at Ft Steele:
 - A single phone line is all that is available at this time

- Internet is currently through Vyve and is a single jack at this time
- A junction box owned by Arrow Electric is across the street area behind the building
- Hissam to contact Arrow Electric to determine possibilities for temporary location phone services and to contact Vyve about similar internet possibilities
- Storage/trailer rental: Werner to contact Robert Short, County Commissioner, about trailers he mentioned very briefly at the January 20, 2015 One Cent Progress Update Meeting in the commissioners chambers. Possible to use trailers for storage for 2-3 months then have the stored part of the collection moved to the Glenrock basement for tagging and access during temp location operations
- Library Movers: Douglas library to continue deep weeding.

Lindmier moved to accept the PSI bid not to exceed \$32,000.00 for Douglas library multiple moves and for the money to come out of One Cent Project funds. Nelson seconded the motion. Motion carried.

- Insurance – HUB, LGLP
 - HUB – the buildings contents are covered during temporary location operations, they just need to know what is where
 - LGLP – liability coverage is only for hired staff, not for volunteers of any kind
 - Workers Comp – Hopkins confirmed that coverage is determined by employer classification, so volunteers might be covered if the libraries classification is clarified or adjusted
 - Barber mentioned that Mary Grant, wife of Rick Grant (County Commissioner), may be an additional source of information as she works in the insurance industry
 - Future Note: look into alternatives to LGLP as several other library systems in the state have done

Old Business

- RFID
 - Question about a 4% or similar charge for delayed ordering of items due to Douglas temp operating location

Werner moved to order the following items from 3M immediately (\$28,439.00):

- ***1 – RFID self-check kiosk - \$7,249.00 (Glenrock)***
- ***2 – RFID pad workstation - \$1,336.00 (1 each Douglas & Glenrock)***
- ***1 – two aisle RFID detection system - \$8,999.00 (Glenrock)***
- ***1 – Control Center software - \$499.00 (Glenrock)***
- ***2 – RFID conversion kits - \$998.00 – (1 each Douglas & Glenrock)***
- ***1 – DLA (digital library assistant) hand-held inventory device - \$4,498.00 (for use in both libraries)***
- ***36,000 – RFID standard tags - \$4,860.00 – (for use on active collections in both libraries)***
- ***Shipping and handling on this initial order to be to Glenrock for simplicity sake.***

Nelson seconded the motion. Motion carried.

New Business:

- CCB banking resolution: Werner moved that Converse County Bank be designated as the depository for the Converse County Library System for the calendar year of 2015. Nelson seconded the motion. Motion carried.

Announcements:

- Love My Library week, Feb 9-14, 2015

- Architect progress meeting, HeinBond offices, Casper, Wednesday, February 11, 2015 at 2:00 PM
- Libraries closed – Presidents Day, Monday, Feb 16, 2015
- One Cent Progress meeting, commissioners chambers, Tuesday, Feb 17, 2015 @ 11:00 AM
- Douglas Planning & Zoning meeting, Tuesday, Feb 17, 2015
- Douglas City Council meeting for final approval from P&Z, Monday, Feb 23, 2015
- Regular Board meeting, Monday, Feb 23, 2015 at 4:30 PM in Douglas
- March 5, 2015, Thursday, is the Converse County Library's 110th anniversary

Next Meeting:

- Building: Monday, March 2, 2015 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 8:52 PM.