

Minutes
Converse County Library Board of Trustees
Building Meeting of March 2, 2015

Present: Jeremy Matter, Scott Barber, Karen Werner, Bob Lindmier, John Nelson in Douglas; Director Karen Hopkins in Glenrock

Observer: Branch Manager Paul Pidde in Glenrock

Observer: Kasey Orr – Douglas Budget reporter in Douglas

Call to Order: President Matter called the building monthly meeting of the Converse County Library Board of Trustees to order at 4:31 PM, on Monday, March 2, 2015 via teleconference at the Converse County Library in Douglas.

Werner moved to approve the minutes of the February 2, 2015 building meeting. Nelson seconded the motion. Motion carried.

Building Project:

- Ft Reno walkthrough:
 - Scheduled for Tuesday, March 3 at 1:30 PM, if weather delayed on Friday, March 6 at 1:30 PM. Possibly Karen Werner and John Nelson. Karen Werner designated to sign the agreement after the walkthrough is completed satisfactorily.
 - Insurance needed to be called after we know where everything is at for active and storage; Hopkins to call and ensure adequate coverage.
- Parking lot agreement: going to be signed by the bank and county and re-assigned to the library after the project is complete; five year term with a one year auto renewal; library to cover lighting; bank to cover snow removal, some part of that cost may be asked of the library
- Storage, trailer rental:
 - 48' trailer from Casper, brought in Tuesday or Wednesday, park on 3rd St with city permission then moved to Road & Bridge; Werner to contact city to check on clearance for parking on 3rd St.
 - ***Nelson moved that the library accept the lease of a 48' van/trailer from cdk Rentals, LLC of Casper, WY. Barber seconded the motion. Motion carried.***
- Book drop:
 - ***Barber moved to accept the donation of a used exterior book drop from Campbell County Library with transportation from Gillette to Douglas by Cinnamon Hopkins-Johnson at standard IRS mileage rates. Nelson seconded the motion. Motion carried.*** Hopkins to check on size/weight for transport purposes. Book drop to be used at Ft Reno temporary location.
- Library movers (Douglas, Glenrock)
 - Douglas: PS Installations will be onsite Monday, March 9, 2015. Douglas to scan that part of collection going into storage for shadowing in Workflows.
 - Glenrock: Two estimates, PS Installations = \$14, 762.00 and WY Transfer & Storage = \$4,320.00. Pidde to verify references of WY T&S from Natrona County School District and two high schools for quality of service.
- Workers Comp/Volunteer coverage: reported quarterly and coverage is at .85% of \$168.00 per person that has done volunteer work that quarter, library will be billed. A list of people covered has volunteers marked by a “v” taken from log books that are used for log-in & log-out and verified by staff.

- RFID: initial shipment of tags and work stations has arrived; shipping of gates and self-check kiosk to be arranged the week prior to being needed; Pidde to contact 3M about bid modification for using a library PC& monitor.
- Glenrock open house: Board would decline doing anything that might delay finishing Glenrock; will wait to respond until the library is officially notified of the event.
- Douglas circ desk modification: needs to be shortened by about 4' for use at Ft Reno, further modification may be needed for wiring; Lindmier indicated desk could be modified, original worker may have stopped by and left phone number.
 - ***Werner moved that Hopkins get Lindmier to give estimate and coordinate modification of circ desk. Barber seconded the motion. Motion carried.***
- Janitorial contracts:
 - Ft Reno total cleaning area is 4000-5000 sq ft that requires sweeping and mopping, the hallways to the bathrooms and the bathroom floors have a gritty finish that requires special mopping; more time is required to cover the area twice; current library takes 2.5 – 3.0 man hours; no rugs, waste baskets or cleaning supplies being left in Ft Reno by WSF; won't know how much time is required to clean until the building is occupied; no drinking fountain in building; current location cleaning minimized from this Friday, March 6, through next week – bathrooms and trash removal minimum.
 - Waiting on estimate from Glenrock janitorial for May and June cleaning of the new Glenrock building.
- Phone and internet at Ft Reno: ***Werner moved that Hissam contact Arrow Electric with approved modified option 1 for Arrow to proceed with installation of phone and internet service at Ft Reno in an amount not to exceed \$3,000.00. Nelson seconded the motion. Motion carried.***
- Barber conveyed the concerns of Humphries-Poli to the board, some of which Randy Hein covered during the work session, re reading nooks. Barber to be at meeting with HeinBond in Douglas on Wednesday or Thursday.
- Kasey Orr of the Douglas Budget asked for a “cliff noted” version of how the library went from mostly ready for contracting in November 2013 to going to bid in March 2015. Barber gave him a verbal summary.
- RFID: request from TechLogic and mk Solutions for RFID bids will be responded to by Barber.
- Executive session:

Announcements:

- Ft Reno walkthrough as previously mentioned.

Next Meeting:

- Building: Monday, April 6, 2015 at the Converse County Library in Douglas at 4:30 PM
- Regular: Monday, March 23, 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 x:xx PM.