

Minutes
Converse County Library Board of Trustees
Meeting of March 23, 2015

Present: Scott Barber, Jeremy Matter, Karen Werner, John Nelson, Interim Director Kirk Hissam

Observer: Branch Manager Paul Pidde

Resource People: Jeff Bond of HeinBond Architects, Dennis Humphries & Katie Spicer of HumphriesPoli Architects

Call to Order: President Matter called the regular monthly meeting of the Converse County Library Board of Trustees to order at 3:35 PM, on Monday, March 23, 2015 at the Converse County Library in Douglas.

Consent Agenda Approval: ***Barber moved that the consent agenda be approved as presented. Nelson seconded the motion. Motion carried.***

Werner moved to accept the minutes of the Feb 23, 2015 regular board meeting with the correction of “cliffs notes” and the minutes of the March 2, 2015 work session and the minutes of the March 2, 2015 building meeting as presented pending final corrections. Barber seconded the motion. Motion carried.

Werner moved that the financials be approved with the exception of the Express Disposals bill which will be checked into by Werner. Barber seconded the motion. Motion carried.

Werner moved that the Jerry Barrow bill of \$150.00 and the CDW-G bill of \$754.73 and the Business Center bill for \$226.60 be approved. Nelson seconded the motion. Motion carried.

Douglas building project:

- Jeff Bond brought a concept drawing of the brick facing. Jeff stated that he thought Randy Hein had brought samples of the current colors to the Douglas Historic Preservation Commission. Current colors show dark red brick at the SE main entrance with multi-color brick on the bottom half of the walls and a uniform light brick for the top half of the walls. This is subject to “approval” by the Douglas HPC. HeinBond will come up with several options for the Board to pick from before presenting the final options to the HPC.
- Katie Spicer/Dennis Humphries brought bathroom tile samples/ideas. Board prefers the blue/light coloring for the accent to go with the med-lite grey/white striping wall/floor tiles. Bathroom stalls are a med-dark grey polymer and there are dark grey counters.
- Linoleum tiles vice rolled linoleum in the book sorting room, the children’s story area, the makers space, the staff break room, the first floor janitor closet, the meeting room kitchenette, the second floor janitor closet and the NE corner storage area.

- Children's reading nooks can be a variety of materials, a lot of which are from nature. The board decided that the seven nooks will be comprised of two with a bark finish, two with a Lego surface, two with river stone and one with a chalkboard finish.
- Signage needs to be thought of and could be a commonality point with Douglas and Glenrock.
- AV needs: HumphriesPoli contacted two firms concerning ideas for:
 - Large LCD screens surface mounted with direct interface vs pull down screens and projectors
 - Sound systems vs speaker systems
 - Phone system in the cloud vs traditional pbx system
 - Hearing loop in the meeting rooms (audio induction loop)
 - Screens in makers space and StoryTime rooms
 - Screen in teen area
- Douglas FF&E needs to be started with an initial meeting on Monday, April 6, 2015 at 4:00 PM with the Douglas FF&E committee
- Security system with cameras and motion sensors needs to be investigated

Glenrock building project:

- Pidde to contact tree removal firms for estimates to remove the dead cottonwood by the sidewalk to the existing building by April 10, 2015
- Security locks for the outside doors were briefly discussed and it is noted that the proposed locks for Glenrock will be the same on both buildings with a pass fob or similar keying device with a manual key for backup. The proposed system would allow for controlling when and for how long access to either building is allowed and would allow changes to be made without having to manually change keys or locks.
- ***Werner moved to accept the bid of \$4,320.00 from WY Transfer & Storage, with the provision it be a not to exceed amount, for moving the contents of the existing Glenrock building into the new building with an approximate moving date of the second week in May, 2015. Nelson seconded the motion. Motion carried.***
- ***Werner moved to not get the 3M C-series book return for Glenrock with Pidde to source other options. Barber seconded the motion. Motion carried.***

RFID – Phase II implementation:

- Ordering and installation of the gates and kiosk in Glenrock can be done by notifying 3M on a Thursday and having the materials here the following week.

Fiscal Year 16 preliminary budget:

- Werner distributed to the board a preliminary outline and preliminary budget worksheet in a style/format requested by the county commissioners. Board members, director and branch manager are to give thought to budget lines and justification for discussion during the April regular board meeting.

FF&E Vendor bidding:

- Heads up on possible late additions to the interested vendors list

Paid time off:

- ***Barber moved to suspend the max vacation time limit on the books until September 30, 2015. Werner seconded the motion. Motion carried.***

Vacation and sick leave requests were discussed.

Disposition of library file cabinets and chairs to library personnel:

- ***Barber moved that two file cabinets be sold to Cinnamon Hopkins-Johnson for \$15.00 each, two file cabinets be sold to Shelly Schmitt for \$15.00 each, one wooden storage cabinet be sold to Chasta Rothleutner for \$40.00 and two chairs be sold to Angel Mizner for \$5.00 each pending purchaser approval and the submittal of a picture of the items sold accompanied by a receipt for the items. Nelson seconded the motion. Motion carried.***

Ft Reno potable water system:

- ***Werner moved to accept cold water dispenser and 5 gallon water bottles from Laramie Range Water Treatment of Douglas, WY. Barber seconded the motion. Motion carried.***

Janitorial contract and duties:

- ***Barber moved to accept the temporary contract of \$1,200.00 from Yoshiko Antrim for services in the new Glenrock building for May and June of 2015. Werner seconded the motion. Motion carried.***
- Janitorial contracts need to be reviewed and revised prior to going to bid in June for the 2015-2016 fiscal year by a sub-committee of Barber and Werner.

ALA Annual meeting in San Francisco, CA:

- ***Werner moved to approve an amount not to exceed \$10,000.00 for Jennifer Kofoed, Maria Ricks, Kirk Hissam and Jeremy Matter – Board President to attend ALA Annual conference in San Francisco, CA June 25-30, 2015. Barber seconded the motion. Motion carried.***

Converse County Library Foundation update and discussion:

- The Foundation President Cher Bailey has resigned effective March 3, 2015.
- ***Nelson moved that the Foundation Board operational control revert to the Board of Trustees but remain an incorporated entity with a separate tax identification number. Werner seconded the motion. Motion carried.***
- ***Barber moved that the Foundation signature cards be updated to reflect the following signatories: Jeremy Matter – President, Karen Werner – Secretary-Treasurer and John Nelson – Board Member. Nelson seconded the motion. Motion carried.***

Executive session:

- Adjourned at 1:18 AM, March 24, 2015
- Motion

Announcements:

- None

Next Meeting: Monday, April 6, 2015 at 4:30 PM at the Converse County Library in Douglas

There being no further business to bring before the Board, the meeting was adjourned at 1:23 AM, March 24, 2015.