

Minutes
Converse County Library Board of Trustees
Building Meeting of April 6, 2015

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

Absent: Jeremy Matter

Observer: Branch Manager Paul Pidde

Guests: Mary Gulash – Gdi, Katie Spicer – HumphriPoli Arch, Ed Werner

Call to Order: Vice-President Barber called the building meeting of the Converse County Library Board of Trustees to order at 5:54 PM, on Monday, April 6, 2015 at the Converse County Library in Douglas.

Lindmier moved to approve the agenda as presented. Nelson seconded the motion. Motion carried.

Directors Updates discussed.

Werner moved that the minutes of the March 23, 2015 meeting be approved as presented. Lindmier seconded the motion. Motion carried.

Lindmier moved that the financials be approved as presented. Nelson seconded the motion. Motion carried.

Douglas building project update:

- Mary Gulash discussed FF&E
 - Douglas needs to pull together a team of 4-6 people that will be able to attend all of the FF&E meetings
 - There will be 3 meetings held at 3 week intervals
 - The start of the process will be in September, 2015
 - A guideline for costs is:
 - \$5.00 per sq ft for shelving
 - \$2.00 per sq ft for end panels
 - \$12.00 per sq ft for furniture
 - Sq ft is for the TOTAL building, not just the public areas
 - Neocon 2015 is being held in Chicago at the Merchandise Mart June 15-16-17, 2015 if someone would like to see what is out there for furnishings
- Mary Gulash and Katie Spicer discussed:
 - General layout
 - Vending/café area near the north entrance
 - Swap the meeting area storage and kitchenette areas to place the plumbing from the kitchenette near where the vending/café area might be
 - Business center area to be located fairly close to one of the ground floor entrances, possibly the north one because the south entrance is fairly locked in by the childrens area
 - Main service point may need to be set up for two staff if the public laptop checkout is located there
 - Service point in the childrens area

- Open area/s in the childrens area for kids to play in with a chair or two close by for parents
 - Second floor service point to be a single staff setup WITHOUT laptop checkout
 - Second floor soft seating/living room style seating areas
 - Foreign language collection area outside of the second floor reading room in the southwest corner
- AV proposals
 - Katie Spicer said both the Shen Milson & Wilke (SMW) and the D.L.Adams (Adams) companies have done very good work, the Adams proposal is less detailed but experience has shown they do very good work.
 - ***Lindmier moved that Hissam contact HumphriesPoli about possible alternatives to the Adams & SMW proposals and if there is no viable alternative then he is to seek clarification to the Adams bid. Nelson seconded the motion. Motion carried.***
- Bob Lindmier mentioned a number of things he noticed about the Douglas drawings:
 - No detail on the balcony railings
 - Window details are not consistent from one part of the drawings to another
 - Type of concrete is not specified
 - How the thin brick is being applied is not specified
 - Room finish schedule is not complete
- Signage:
 - Ed Werner discussed aspects of signage for the library while on the State Fairgrounds
 - 3' * 5' banner back to back so it is readable from both sides
 - \$300.00 to install
 - He estimates that the sign would be visible from the stop sign below the museum and from the stop sign by the RV park
 - Library parking signage is also possible
 - Werner to prepare an RFP to be sent to local signage companies.

Glenrock building project update:

- Move in date discussed, May 11, 2015 date not seen as being practical based on weather effects on building project
- Contents move is not locked in until move in date is set
- Tree removal: ***Werner moved to accept the \$900.00 bid from Pioneer Contracting for the removal of the cottonwood by the front sidewalk. Lindmier seconded the motion. Motion carried.***
- Book return: ***Lindmier moved to purchase from American Book Returns the model 810-TW for \$2,937.00. Werner seconded the motion. Motion carried.***

Foundation update:

- Need to have a formal foundation meeting to start laying out what is going on and to get bills paid.
- Interest in foundation challenge partnering from Natrona County Library Foundation needs to be explored.
- Short meeting on April 20, 2015 prior to the Board meeting.

Secure file storage – safe:

- Fire safe gun cabinets looked at and discussed based on an advertisement from Tractor Supply. Barber to inquire further.

FY16 preliminary budget:

- Items to be taken into account as the budget is prepared:
 - Skill sets desired in new employees
 - Starting pay for new employees
 - Operational hours, especially in Glenrock
 - eBooks – overdrive as one possibility
 - change in utilities and associated items
 - PLA bi-annual conference to be held April 5-9, 2016 in Denver, CO

Janitorial contract: ***Lindmier moved that the janitorial contract holder for Douglas be given a 30 day cancellation notice effective April 7, 2015 and to advertise for new bids in the Douglas, Glenrock and Casper newspapers the weeks of April 12, 19 & 26 for bids to be opened on Friday, May 1, 2015 for a contract to run from May 7, 2015 through June 30, 2016. Nelson seconded the motion. Motion carried.***

Executive session:

Meetings:

- Foundation: Monday, April 20, 2015 at 4:00 PM in Douglas
- Board: Monday, April 20, 2015 at 4:30 PM in Douglas

There being no further business to bring before the Board, the meeting was adjourned at 8:52 PM.