

Minutes
Converse County Library Board
Regular Meeting of April 20, 2015

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

Absent: Bob Lindmier, John Nelson

Observer: Branch Manager Paul Pidde

Call to Order: President Matter called the regular monthly meeting of the Converse County Library Board to order at 6:12 PM, on Monday, April 20, 2015 at the Converse County Library in Douglas.

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

Werner moved to approve the minutes of the April 6, 2015 meeting as amended: Werner moved to enter executive session at 11:14 PM. Lindmier seconded the motion. Motion carried. Lindmier moved to exit from executive session at 1:14 AM on April 7, 2015. Nelson seconded the motion. Motion carried. ... moved to Barber seconded the motion. Motion carried. Meeting adjourned at 1:22 AM, Tuesday, April 7, 2015.

Barber moved to amend the minutes of the March 2, 2015 meeting as follows: Nelson moved to enter executive session at 7:36 PM. Werner seconded the motion. Motion carried. Barber moved to exit from executive session at 9:44 PM. Werner seconded the motion. Motion carried. ... moved to Werner seconded the motion. Motion carried. Meeting adjourned at 9:46 PM.

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

Glenrock Building Project update:

- Updated schedule: Confirmation from Sampson Construction at the weekly progress meeting on Thursday, April 16, that Sampson would be turning over the new building for our occupancy at close of work on Friday, June 19. Pidde to contact WY Transfer & Storage to lock-in moving date starting Monday, June 22.
- Book drop update: Model 810 book return from American Book Returns has been ordered. Pidde to contact them with a date for delivery.
- Tree removal update: bill for tree removal to be submitted through Owners Rep – Hal Hutchinson.
- Summer Reading schedule changes: Glenrock will start SR registration as originally planned and have two weeks of programming from June 8 – 19, shutdown SR programming while moving into the new building from June 22 – July 3, and resume SR programming for two weeks on Monday, July 6.

- A/V system update: Werner and Hissam to contact other locations (Gillette campus) and people (Hal) for other possibilities for A/V.

Douglas Building Project Update:

- Storage trailer & exterior letters update:
 - Trailer is at Road & Bridge yard in Douglas
 - LGLP, Fire Dept & Police Dept have all been notified.
 - Letters from the building have been removed and are boxed up in storage
- Glulam beam storage: Hissam will inquire through Hal to ensure that the general contractor for Douglas knows to salvage a couple of the glulam beams from the old building; Hissam to contact Randy Hein about the size/length needed.
- HeinBond at May 4 meeting: Hissam to schedule HeinBond to come to the May 4 Board meeting if needed.
- A/V system update: same as noted for Glenrock.

FY 16 Proposed Budget

- Glenrock staffing/hours: Pidde to come up with a schedule for 4 people working 40 hours each to cover a schedule of library hours of 9:00-6:00 MWF, 9:00-8:00 TTh and 9:00-2:00 Sa
- OverDrive update: Funding for initial contract with OverDrive through Natrona County Public Library to be set at \$3,500.00.
- Funding for PLA 2016: funding for Training & Travel to be set to cover having both libraries closed so all employees can be sent to Denver for this event.

Janitorial Contract update:

- Ads to be in the Douglas, Glenrock & Casper newspapers this week for the Douglas janitorial contract bids.
- Glenrock janitorial contract: ***Werner moved to rescind the motion to accept the contract for Yoshiko Antrim for \$1,200.00 for May & June, 2015. Barber seconded the motion. Motion carried. Werner moved to accept the \$1,200.00 per month contract with Yoshiko Antrim for the month of June, 2015. Barber seconded the motion. Motion carried.***

Signature Cards:

- ***Werner moved that David Harned be removed from the Converse County Bank signature cards for the Converse County Library. Barber seconded the motion. Motion carried.***

Library Sign bid award: tabled.

Strategic Planning/Consultant:

- Early September strategic planning session on a Saturday. Hissam to contact Hannah Swanbom of the University of Wyoming – University Extension Educator, Community Development for possible dates and suggestions.
- Look into a library consultant to help with library setup and organization for after the move in for Douglas (best utilization).

Executive session:

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Announcements:

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Next Meeting: Monday, May 4, 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 **: ** PM, April 20, 2015.