

Minutes
Converse County Library Board of Trustees
Regular Meeting of May 18, 2015

Present: Jeremy Matter, Scott Barber, Karen Werner, Bob Lindmier(teleconference), John Nelson & Director Kirk Hissam

Observer: Branch Manager Paul Pidde

Call to Order: President Matter called the regular meeting of the Converse County Library Board of Trustees to order at 4:55 PM, on Monday, May 18, 2015 at the Converse County Library in Douglas.

Nelson moved to accept the consent agenda as presented with the removal of the Donna York presentation. Werner seconded the motion. Motion carried.

Werner moved that the minutes of the May 4, 2015 meeting be approved as presented with the correction of the spelling of David Thorson's last name. Barber seconded the motion. Motion carried.

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

Glenrock update:

- RFID: 3M has updated drivers for workstations that are working correctly. Server has been ordered and shipped. ***Werner moved to approve the cost of the new server at \$2,635.86. Nelson seconded the motion. Motion carried.***
- Pidde to talk to contractor/subcontractors about getting copies of final drawings and spec sheets – commonly called “as built” – for the library’s records for the future.
- Building insurance: numbers for asbestos and electrical work are guesstimates. Collection added, meeting room FF&E subtracted, library FF&E added, RFID added, etc.
- Meeting room policy: committee of Barber/Werner/Hissam to pull together basics for meeting room policy with recommendation for July meeting.
- Shelving update: Glenrock currently has enough shelves for the current Glenrock collection and with the excess shelving in the present Douglas location would have enough shelving for some growth. Pidde to coordinate with Hissam to get an idea of quantity available in Douglas in present location and storage. Pidde to check with WY Transfer & Storage to see about collecting all shelving in Douglas and transporting it to Glenrock for inclusion in the move and setup.

LGLP – Meeting date: currently scheduled from 9:00 – 2:30, Thursday, May 28, 2015 in the Converse County Courthouse basement meeting room with Bill Miller from LGLP to go over policy manual. Board and Hissam to attend.

Food and Health Commission certificate/waiver – departmental programming: Per a conversation between Cinnamon Johnson and Ramona Moody – Consumer Health Services Specialist with the Wyoming Department of Agriculture for Converse County, since we are not charging admission, charging to partake in the event or selling anything, we should not have to have any special permits. She did mention that it is always a good idea to make sure any ingredients are fresh – not home canned or stored, and items are being stored properly – iced, room temperature, etc. She also mentioned that when we offer any cooking type program to

make sure that we follow all basic health safety regulations like hand washing before handling food and re-washing if they walk away or handle anything other than food stuffs such as cell phone, computers, itching, sneezing, etc. Barber recommended one or more staff at both locations attend ServSafe Food Handler training, possibly for the library's to act as a host location for regular training sessions.

Budget hearing: July 20, 2015 at 4:00 PM in the Courthouse community room.

- Budget work session on Tuesday, June 9, 2015 at 2:00 PM

Executive session:

Announcements:

- Summer reading:
 - Douglas: June 8 – July 18
 - Glenrock:
 - June 1 – June 19
 - July 6 – July 18
- Upcoming training/meetings:
 - June 4-5: WYLD Annual meeting in Casper; Donna, Paul, Kirk, Cinnamon, Jennifer
 - June 18: Makerspaces: The Library's Legal Answers (webinar that covers legal issues with regard to having a makerspace) – Donna, Maria, Cinnamon
 - Donna: RFID with Trudy
 - June 14 – 18: NEOCON in Chicago (Scott & Kirk)
 - June 25 – 30: ALA 2015 – Scott, Maria, Jennifer & Kirk
- Wyoming Reads – Tuesday, May 19th, 10:30 – 3:00 PM (Douglas); Glenrock is participating in Casper's event
- First weekly meeting for the Douglas Building Project will be May 27 @ 10:00 AM at the job trailer on-site. They will be held on the same weekday and at the same time every week for the duration of the project.
- Janitorial bid contract opening on May 19, 2015 at 2:00 PM in Douglas at the library.
- WY One Book – August 1, 2015, Glenrock library, author Cat Urbigkit will be present

Meetings:

- Foundation: Monday, June 8, 2015 at 3:30 PM in Douglas
- Board: Monday, June 8, 2015 at 4:30 PM in Douglas

Meeting adjourned: