

Minutes
Converse County Library Board of Trustees
Regular Meeting of July 20, 2015

Present: Jeremy Matter, Karen Werner, Bob Lindmier, John Nelson, Olive Baum & Director Kirk Hissam

Guests: Donna Rusk, Scott Barber

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 4:50 PM, on Monday, July 20, 2015 at the Converse County Library in Douglas.

Werner moved to accept the consent agenda as presented with the addition approval of May 4, 2015 minutes. Lindmier seconded the motion. Motion carried.

Nelson moved that the minutes of the May 18, 2015 meeting be amended as follows: Werner moved to go into executive session at 8:15 PM. Nelson seconded the motion. Motion carried. Lindmier moved to exit from executive session at 9:32 PM. Werner seconded the motion. Motion carried. Regular meeting resumed at 9:33 PM. Meeting was adjourned at 9:33 PM. Nelson seconded the motion. Motion carried.

Nelson moved that the minutes from the June 8, 2015 meeting be approved as presented. Werner seconded the motion. Motion carried.

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

Douglas building project update:

- FF&E budget: currently at \$400,000.00; meeting with commissioners at 10:30 AM, 7-21-2015 to discuss additional funding
- Walk-off carpet selection update: Board prefers the variegated as opposed to solid
- Acoustical glass update: no update available, waiting on vendor; cost is potentially down from \$13,000.00
- Other items:
 - Phone conversation with HumphriesPoli concerning what to be aware of as project progresses
 - Conversation with Clark & Sullivan about same item/s as come up in HP discussion
 - Chicago convention: Hissam/Barber attended NEOCON, met up with Mary Gulash who took numerous pictures in preparation for September initial meeting for FF&E

Glenrock building project update:

- Shelving update: Pidde to figure how many 66” vertical supports are needed, how many 90” need to be cut down to reach that number, and how many two-sided base supports are needed; acquire at least three bids and present to Board as soon as possible.

- Wyoming Transfer & Storage invoice: original invoice estimate was \$4,300.00 plus estimate of \$1,200.00 to pick up shelving in Douglas and transport to Glenrock; final invoice was \$8,300.00. An extra person was used every day that they worked the project.
- Replatting – Rocky Mtn Power & Source Gas update:
 - Town of Glenrock hasn't said one way or another
 - RMP & SG can do single meter but library must pay
 - Tabled until buildings belong to the library at end of project
- Meeting room updates & policy review: tabled until later in the meeting
- Book return invoice: being paid by One Cent Project funds
- Purchasing needs for Glenrock:
 - Hand driver/drill – Lindmier will acquire one and the library will reimburse
 - Shop vac – Douglas has one that Pidde will transport to Glenrock
- Landscaping contract/grounds maintenance: utilize existing service provider and plan on bidding out for summer of 2016

FY 2016 Budget update & discussion: meeting with the commissioners at 10:30 AM, 7-21-2015

A/V system proposal discussion:

- Board needs to figure out funding stream and what we have to have
- Revisit email from David Thorson and set up a special meeting to discuss this – tentatively the third week of August

Draft policy manuals: discuss, review, revise:

- By next meeting: review with an eye toward revising the Personnel manual
- By next meeting: be ready to discuss/approve meeting room policy

Board bylaws discussion: committee to review for potential revisions; need to check with county attorney for tie in with next agenda item

Appointment of ex-officio members to Board: see Board Bylaw Discussion in previous agenda item

Sebesta Rug & Leather Care invoice for Ft Reno water leak: for cleanup of leak on 6-15-2015

Douglas Library operations during WY State Fair:

- Werner donated pins for staff to be able to access fairgrounds during fair
- Patrons:
 - Set checkout to avoid items being due during fair
 - Possible voucher \$\$ worth of services to balance cost of getting to the library during the fair

Position vacancies:

- Cinnamon's duties being transferred to Angel and Jennifer
- Douglas need for circ more important than bookkeeping or IT; advertise for IT/circ first, open until filled.
- Need to advertise for Glenrock Teen/circ position in Douglas, Glenrock, Casper & WSL/WLA
- Hissam to come up with tentative salary range for combo position subject to Board approval

Additional items:

- Vault for secure storage – gun vault – Hissam to look at vault options and get one purchased.

Board Officer elections:

- President – *Lindmier nominated that Nelson be elected President. Werner seconded the nomination. Motion carried.*
- Vice-president – *Werner nominated that Lindmier be Vice-president. Nelson seconded the nomination. Lindmier nominated Matter for Vice-president. Nelson seconded the nomination. Matter elected to position of Vice-president unanimously.*
- Secretary/Treasurer – *Lindmier nominated Werner be elected Secretary/Treasurer. Baum seconded the nomination. Motion carried.*

Executive Session

Announcements:

- Cat Urbigkit, featured author for One Book Wyoming will be in Douglas and Glenrock, August 1, 10:00 AM and 2:00 PM respectively.
- Summer Reading officially ended in Douglas July 18, the final party will be held July 24th beginning at 2:30 PM. The final day for Glenrock was July 17th with the final program taking place July 22nd at 10:30 AM.
- Jennifer Koefed has accepted the position as Circulation Manager/ILL Manager on a temporary basis.
- Angel Mizner has taken over Cinnamon Johnson's outreach duties with a great deal of enthusiasm.
- Employee performance evaluations are scheduled to take place in late August. Employees will be asked to review their job descriptions for accuracy and possible revisions, given a self-appraisal form and then reviewed by the Director and the Douglas Library Manager.

Next meeting: Monday, August 17, 2015, 4:30 PM in Douglas

Meeting adjourned at 10:24 PM.