

Minutes
Converse County Library Board of Trustees
Meeting of August 18, 2014

Present: Jeremy Matter, Scott Barber, Karen Werner, John Nelson & Director Karen Hopkins

Absent: Bob Lindmier

Observer: Branch Manager Paul Pidde

Resource Person: Tracy Copenhaver (if available and needed)

Call to Order: President Matter called the regular monthly meeting of the Converse County Library Board of Trustees to order at 5:35PM, on Monday, August 18, 2014 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.

Reports:

- Financial: Barber moved that the financial reports be accepted as presented. Werner seconded the motion. Motion carried.
- Director: Hopkins briefly reviewed the Director Report included in the Consent Agenda packet.

Executive session:

- Werner moved to go into executive session at 6:14 PM. Nelson seconded the motion. Motion carried.
- Werner moved to come out of executive session at 6:53 PM. Barber seconded the motion. Motion carried.

Building Project:

- Douglas:
 - EWC is okay with the Library using the old elementary school building currently occupied by EWC as a temporary library site after EWC vacates it to move into their new building early spring of 2015 per a conversation between Karen Werner and Sue McBride – Director of EWC Douglas Campus held on August 13, 2014.
 - Karen Werner emailed Dan Espeland, CCSD#1 School Superintendent, for the school district’s opinion as they are the owner of the facility.
 - Asbestos report: still waiting for the final report for both Douglas and Glenrock.
 - Proposed FF&E contract amendment from HeinBond: Werner moved that the library reject the \$35,000.00 proposed contract amendment from HeinBond for FF&E services. Barber seconded the motion. Motion carried.
- Glenrock: Pidde updated the Board on the Glenrock project status.

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- 18 helical piers left to be drilled in the elevator and SE outside wall area. Sampson is talking to the drillers and will pass on information on when they will resume/finish drilling as they get it. Question was asked concerning who is/was responsible for the drilling to be done properly.
 - Concrete framing has begun on the 9 support pads for the roof support columns.
 - Pidde to contact HeinBond and request floor plans for Glenrock and Douglas (both floors) for library staff to plan layouts of shelving, etc.
 - Humphries/Poli Library Consultant contract: Pidde to find old minutes that modified the Teton County Library scope of services and get to Hopkins for forwarding to HP so they can develop a lump sum fee to be part of the agreement.
 - Colorado libraries trip: postponed from this week to the last week in August or the first two weeks in September. Trip to be completed by mid-September.
 - Douglas Downtown Historic District Panel: group meets when there is business to discuss. Meeting needs to be set up to discuss with them the proposed demolition of the existing library building and construction of a completely new two story building in its place.

Old Business:

- Supplemental fund request: discussion of how much to request and what it would be used for. Pidde to contact Natrona County PL to get information concerning startup cost of RFID system.
- Foundation Board appointees: Barber will act as one of the Library Board trustees to the Foundation Board.

New Business:

- Foundation: urgent need for Foundation members was discussed.
- Bank account authorized signers: Werner moved to remove David Harned from the list of authorized signers and to retain Jeremy Matter, Karen Werner, Bob Lindmier & Karen Hopkins on the authorized list. Barber seconded the motion. Motion carried.

Announcements:

- One Cent Owners Rep Progress report to the commissioners at 10:30 AM on August 19, 2014.

Next Meeting: Monday, September 15, 2014 at the Glenrock Branch Library in Glenrock at 5:30 PM

There being no further business to bring before the Board, the meeting was adjourned at 10:22 PM.