

Minutes  
Converse County Library Board of Trustees  
Regular Meeting of September 21, 2015

Present: Jeremy Matter, Karen Werner, Bob Lindmier, John Nelson, Olive Baum & Director Kirk Hissam, Scott Barber (Ex-officio)

Absent: Jeremy Matter

Observer: Douglas Manager Donna Rusk, Glenrock Manager Paul Pidde

Call to Order: President Nelson called the regular meeting of the Converse County Library Board of Trustees to order at 4:35 PM, on Monday, September 21, 2015 at the Converse County Library in Douglas.

***Werner moved to accept the consent agenda as presented. Baum seconded the motion. Motion carried.***

John Nelson's comments:

- Thinks highly of board members
- Volume of work as board president is near overwhelming
- Would like clarification on what the board is using for rules of meeting (Robert's??)
- Would like clarification on the president voting or not on motions, etc

***Werner moved that the minutes of the August 17, 2015 meeting be approved as presented. Baum seconded the motion. Motion carried.***

Hissam reported that the library had received a check for \$8,890.98 from the county for income from previous years, and that the library had received a check for \$222,731.50 from the county for the library's first quarter of FY 2015-16. ***Lindmier moved that the financials be approved as presented and that Current Asset accounts numbered 1077, 1078 and 1082 be re-designated as Equipment Reserve accounts. Werner seconded the motion. Motion carried.***

Douglas building project update:

- A/V Project update and RFP discussion
  - Hissam gave the board an overview of Nordic Sound involvement in AV for the library
  - Werner got a copy of the City of Casper RFP for their council chamber AV project and is adapting it to the libraries requirements and will send to the board for review
- A/V tour of EWC scheduled for 9/22/2015 @ 8:30 AM: tour is intended to give the board an overview of EWC AV capabilities for reference in regards to the libraries needs/requirements
- Update on H/B proposed/approved/pending changes to Douglas library
  - Acoustical glass change
  - Director and bookkeeper office change to include a side window by the office doors to allow visitors to see if occupied/busy before entering
  - Double door instead of 40" door into janitor space
  - Fireplace location/placement when discussion/comments on use of old glulams for mantle

- Lindmiers take on these changes is that Clark & Sullivan will work to mitigate the cost of all the changes that are coming for the Douglas project
- Discussion of library board/staff changes to Douglas library: changes to Douglas library are based frequently on changes that the Glenrock library has gone through, especially in the bathrooms
- Discussion of services offered by H/P with regard to review of Douglas library technical specifications: possible further discussion with H/P staff to occur in Cheyenne during WLA/MPLA conference
- Discussion of FF&E ‘Furniture Bid Package’ previous to meeting with Gulash Designs on 9/28/2015 @ 11:00 AM

#### Glenrock building project update:

- Recap of meeting with county commissioners of 9/15/2015 with regard to Nordic Sound contract and Sampson Construction costs for meeting hall electrical system install and finishings: Commissioners approved the contract with Nordic Sound for Glenrock AV
- Discussion of raised floor outlets: need additional outlets for floor boxes, Hissam to talk to Hal about acquiring
- RFID system progress
  - SIP licensing has been issued
  - Waiting for all items to be tagged before implementing
- Shelving and end panels: Lindmier will send a truck for the support posts that need to be cut down
- Signage needs: discussed and tabled for further discussion
- CenturyLink services: future discussion of Glenrock needs to be held in October mid-month or later to focus on this

Glenrock staffing update: Katey Humbracht has been hired to start on Thursday, October 1, 2015 with Monday, October 5, 2015 as the start date for Glenrock’s expanded hours of operation

#### Staffing and operations during WLA/MPLA and ARSL conferences

- Maria & Donna will work 9-5 on Thursday & Friday, September 24 & 25
- Trudy & Margaret working 10-7 on Thursday September 24 and 10-5 on Friday September 25
- Kirk, Jenni & Shelley leaving at 6:00 PM on Monday, September 28 for ARSL in Little Rock, AR
- Douglas closing at 6:00 PM all week September 28, 29, 30, October 1, 2 with normal Saturday hours on October 3
- Maria and Angel will take Wednesday, October 7 off the following week as compensation

#### Holiday closing schedule 2015

- Werner moved that the listed holiday schedule be followed for the remainder of 2015 calendar year. Baum seconded the motion. Motion carried.
  - November 11, Wednesday, Veterans Day, closed with pay
  - November 26, Thursday, Thanksgiving, closed with pay
  - November 27, Friday, Employee Appreciation Day, closed with pay
  - November 28, Saturday, closed, employees scheduled to work may take vacation or make up hours earlier in the week
  - December 24, Thursday, closed at 12:00 PM noon with pay, normal hours from 9:00 – Noon
  - December 25, Friday, closed with pay

- December 26, Saturday, closed, employees scheduled to work may take vacation or make up hours earlier in the week
- January 1, 2016, Friday, closed with pay

Draft policy manuals: discuss, review, revise:

- Travel policy – please review US Dept of Labor Fact Sheet #22 (attached) for discussion
- Meeting room policy – combine in depth discussion with meeting concerning CenturyLink topic

Board bylaws discussion: to be held in October or November

Update Endowment partnering agreement with NCPL: \$59,554.35 still available for matching from max amount agreed to of \$150,000.00

Discussion of Foundation strategic planning session

- October 16, Friday, time to be determined
- Stepping stone to getting the Foundation to be a functional entity
- Hissam to contact Deb Sturman of Niobrara County Public Library about Foundation/Friends organizations

Performance evaluations

- Library staff: not started yet, to be done without board input
- Director: not started yet, to be done only with board input

Discussion on previously adopted motion to extend annual leave accrual limits through September 2015: ***Baum moved to extend the extended accrual limits through December 31, 2015. Werner seconded the motion. Motion carried.***

Glenrock janitorial contract: will be reviewed, amended and put to bid after completion of the Glenrock meeting hall.

Additional discussion items at board's discretion

- Outside sign identifying the Glenrock Library to be brought up by Hissam/Pidde with Hal @ 3:00 PM meeting on September 22, 2015
- Grass overcut in front: Pidde to discuss with grounds people about cutting heights of different areas

Announcements:

- We have received our first quarterly disbursement from the County Commissioners according to the new guidelines. A check was issued in the amount of \$222,731.50 at the end of August. The distribution is for the period of 07/01/2015 – 09/30/2015.
- Dennis and Katie will be attending the joint WLA/MPLA conference and have indicated they'd like to meet for dinner the evening of Thursday, the 24<sup>th</sup>.
- The joint staff meeting of September 9<sup>th</sup> was both productive and enjoyable. As a result, several changes have been made to operations, Glenrock layout and staff knowledge of procedures. I'll provide you with a summary during the meeting.
- The Converse County Clerk's office provided us with a free digital copy of Pages From Converse County's Past. After verifying copyright information and speaking with the Clerk's office, it will be attached to our website.

- Our Outreach program has been experimenting with including books on CD along with large print books. It's proving to be quite popular among those utilizing the service.
- While the Douglas library is still 10 months from completion, we have already received requests to book the meeting spaces.

Next meeting:

Meeting adjourned at 10:49 PM.