

Minutes  
Converse County Library Board of Directors  
Regular Meeting of October 26, 2015

Present: Board members John Nelson, Bob Lindmier, Karen Werner, Director Kirk Hissam, Scott Barber (ex-officio)

Absent: Board members Jeremy Matter and Olive Baum

Observer: none

Call to Order: President Nelson called the regular meeting of the Converse County Library Board of Directors to order at 4:47 pm on Monday, October 26, 2015 at the Douglas Library in Douglas, WY.

***Werner moved to accept the consent agenda. Lindmier seconded the motion. Motion carried.***

John Nelson's comments:

Approval of minutes from the September 21, 2015 meeting was tabled until the next meeting due to incompleteness.

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

Douglas Building Project Update:

- New library occupancy and furniture delivery schedule per Clark & Sullivan; mid-August.
- Need lease extension for Fort Reno building through August (Wyoming State Fair). Werner will contact James Goodrich.
- Next FFE meeting with Mary Gulash to be November 23, 2015 at 11 am.
- Discussed anonymous genealogy room donation (\$50,000); Kirk will contact her to get input on purchasing furniture for the area with her donation.
- Shortline Industries in Douglas will provide and install the new fireplace for the library.
- Reviewed and discussed the A/V contract with David Thorsen (Nordic Sound).

Glenrock Building Project Update:

Meeting Hall

- Completion of the meeting hall renovation is scheduled for November 18. David Thorsen will be installing A/V equipment starting November 8.
- Need to get a cost for refinishing glulam beams vs. painting them soon.
- Carpets will be the same as in the new library, including walk off carpet.
- The water heater leaks and will need to be replaced; \$1100.
- The staff entrance door will be painted.

- Components are arriving for the A/V system.

#### New Library

- RFID system is ready to turn on the server and gates.
- CentruyLink has a plan to unify the building, make one zone. Need to put into next year's budget. Starting July 1 it may be \$2200/month; it is currently \$390/month without shared VOIP.
- Shelving modifications provided by Glenrock High School were discussed and approved as earlier presented by Pidde.
- Discussed possibility of additional Glenrock expenses being paid with one-cent money; \$17,000 left in Glenrock contingency. This could include helical piers - \$7,000; emergency lighting - \$700; electrical work for ADA door - \$4,700; washer/dryer connections - \$4,500; bike racks to replace plaza railing - \$600-\$800; security cameras - \$8,500, discussed possibility of door alarms or signs in the meantime; temporary exterior sign; fireplace?
- Phone line needed for elevator, elevator locked out.

Katey Humracht started October 1 as Circulation Clerk/Young Adult Services Manager at Glenrock Library. The Glenrock Library will return to an expanded schedule, including Saturdays, beginning October 5.

Review of By-Laws and Policies was tabled until a later meeting.

The 2016 Holiday Closing Schedule was reviewed by the Board and will be reviewed and approved by the county on November 4, 2015.

Report-outs from recent conferences attended by library staff were made, including discussion on archiving, OODA loops, and the story core model (storycore.org) which records dialogue of friends/relatives and creates/collects personal histories.

Succession planning is needed for both Douglas and Glenrock libraries.

***Werner moved to enter executive session at 9:10 pm. Lindmier seconded the motion. Motion carried.***

***Werner moved to leave executive session at 9:44 pm. Lindmier seconded the motion. Motion carried.***

Regular session resumed at 9:44 pm.

Announcements:

- Next meeting: November 16, 2015 at the Glenrock Library – 4:30 pm
- Douglas building project meeting October 28, 2015 – 8:30 am
- Glenrock building project meeting October 28, 2015 – 11 am

- Jennifer Koefoed may participate in a local leadership class, and may join the Douglas Main Street organization.
- The Orphan Train programs in Douglas and Glenrock were a success with the number of attendees only surpassed by those for programs by C.J. Box and Craig Johnson.

Meeting adjourned at 9:45 pm, October 26, 2015.