

Minutes  
Converse County Library Board of Trustees  
Regular Meeting of December 14, 2015

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

Absent: Jeremy Matter, Bob Lindmier

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 3:35 PM, on Monday, December 14, 2015 at the Douglas Library in Douglas.

***Werner moved to accept the consent agenda with the following two additions: 1) change to Douglas staffing from November 15 to December 15 and 2) Glenrock janitorial contract discussion. Baum seconded the motion. Motion carried.***

John Nelson's comments:

- If any Board member feels John's comments are not appropriate please speak up
- Feel free to spend a minute or so per meeting on personal matters/issues/etc to have the Board become better aware of each other

***Baum moved to conditionally approve the minutes of the September 21, 2015 meeting. Werner seconded the motion. Motion carried.*** Approval of the minutes from the October 26, 2015 meeting has been tabled until the January 2016 meeting. ***Werner moved to accept the minutes of the November 30, 2015 meeting as presented. Baum seconded the motion. Motion carried.***

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

Douglas building project update:

- Gulash Designs: additional meeting to be held in January, 2016 on Monday, the 25<sup>th</sup> at 11:00 AM to be followed by the January Board meeting at 3:30 PM.
- Tuesday, December 15, 2015 meeting with Clark & Sullivan and Hal Hutchinson at the Douglas job site at 8:30 AM; final date for major changes such as a glass wall in the Directors office.
- Lighting in the Douglas stacks may be an issue as lighting, acoustic panels and shelving interact. This is a "hot" issue by C&S.
- Ryan with C&S has said it is no longer necessary to supply him with a count of data connections to each floor box.
- Bookdrop: use the 3M Intelligent Return without screen for inside and a standard exterior book drop like Glenrock has.

Glenrock building project update:

- RFID: 3M has a problem with communications between self-check and WSL and we are waiting on a call back from 3M.
- Meeting hall:
  - Keying for the building:
    - IT room same as the new building

- Kitchenette and table storage are not critical
- Front door – all keyed the same but not the same as the new building.
- Meeting room policy: Pidde to compile and present to Director and Board.
- A/V progress: training on Thursday, December 17, 2015 at 2:00 PM; Pidde to get pictures of carts, speakers, etc.
- Furniture and appliances update: refrigerator has been ordered; spinners delayed; rolling ladder from Grainger okay to be ordered.
- Snow removal in plaza area: need signage top and bottom – “Plaza closed for the winter, no entry.” Weighted end posts – 4 for the top and 4 for the bottom. One sign for the top and one for the bottom. Pidde to inquire from Grainger.

Douglas staffing: interview is scheduled for December 15, 2015 at 3:00 PM.

Audit update: auditor was here on December 9, 2015 and asked all the usual questions and asked about personnel files of certain current and former staff members.

Policy and bylaws update:

- Policy manuals: employee manual has been updated and reviewed by Werner and Baum.

Schedule a Foundation meeting: February date to be determined at the January Board meeting.

Additional items:

- Douglas report from Donna with compilation help from Jenni
- Glenrock report to start in January
- Photometrics text message was sent to Dennis Humphries. He responded that there is not enough information to answer questions concerning stack lighting.

Executive Session

- Werner moved to enter executive session at 8:05 PM. Baum seconded the motion.  
Motion carried.
- Baum moved to leave Executive session at 8:25 PM. Werner seconded the motion.  
Motion Carried.

Regular session resumed at 8:25 PM.

Announcements:

- Next meeting: Monday, January 25, 2016, at the Douglas Library

Meeting adjourned at 8:26 PM, December 14, 2015