

Minutes  
Converse County Library Board of Trustees  
Regular Meeting of February 17, 2016

Present: Karen Werner, John Nelson, Olive Baum, Bob Lindmier & 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 3:36 PM, on Monday, February 17, 2016 at the Douglas Library in Douglas.

***Werner moved to accept the consent agenda with the following two additions: 1) Gantt chart update for Douglas building project under Douglas Building Project Updates and 2) Meeting room policy under Glenrock Updates. Baum seconded the motion. Motion carried.***

John Nelson's comments

***Werner moved to approve the minutes of the October 26, 2015 meeting. Baum seconded the motion. Motion carried. Baum moved to accept the minutes of the January 27, 2016 meeting as presented. Werner seconded the motion. Motion carried.***

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

Douglas building project update:

- CenturyLink meeting on Monday, February 29, 2016 at 12:00 PM in Glenrock. Anticipate 6-8 people present.
- County commissioners approved a request for the library to meet with Justin Lane, county IT person, to discuss networking in the new building. Hissam to set up the meeting with Justin for the March Board meeting.
- Wall backing: additional backing for sections of the walls to reinforce walls where something will probably be hung was approved at an approximate cost of \$15,000.000 in materials and labor.
- Library signage:
  - To be paid from construction contingency fund.
  - Some signage is needed for certificate of occupancy.
  - Randy Hein to generate a list of Casper sign companies.
  - Dennis Humphries to be contacted by Barber for signage suggestions.
  - Lindmier suggested acquiring a sign making machine to make what we need as need be.
- Next moving meeting will be Friday, March 25, 2016 at 10:00 AM at EWC.
- Ft. Reno lease: Werner moved to amend the current lease through December 31, 2016 at the existing rate and submit it to the Wyoming State Fair for consideration. Baum seconded the motion. Motion carried.
- Gulash Design's updated bid package comes in at \$682,000.00 on a \$660,000.00 FF&E budget. If cuts are needed, they will be determined after bids come in.

- Gantt chart for building project: updated to reflect most current time estimates & time frames. Current estimate is to close the Ft Reno operation as of Monday, September 5, 2016 and open for operations in the new building on Monday, October 3, 2016.

Glenrock building project update:

- Revised library sign – Pictograph Productions: two sided sign in front of the building has been put on hold. A sign in the front entry has been installed allowing vision out and screening some incoming sunlight for \$100.00.
- Misc. items to be handled by the Board and paid for with One Cent funds – Hal Hutchinson is working with Jeff Bond to develop a scope for quotes and/or bids for:
  - Meeting hall exterior/entrance improvements
  - Bike racks
  - Security cameras
  - Additional landscaping
  - Washer/dryer hookups
- Final meeting hall A/V walkthrough/training: Wednesday, February 24, 2016 at 1:30 PM with David Thorson.
- Budget Blinds quote for curtains in the meeting hall and manager's office was discussed. Pidde to contact The Blind Guy on status of their quote using same criteria for comparison purposes.
- Meeting room policy: Pidde to add three (3) indicted sections from the new Converse County Policy for Community Room Use and send to Board and Director as soon as possible.

Douglas – Circulation clerk advertising update: 18 applications so far for the two positions. Applications taken through Saturday, February 20, 2016.

Public Library Association annual conference update – library system closure:

- Baum moved to close both locations from Tuesday, April 5, 2016 through Saturday, April 9, 2016 for all staff to attend PLA conference in Denver. Lindmier seconded the motion. Motion carried.
- Hissam to arrange with some Denver area libraries for Converse County staff to tour their facilities Tuesday after arriving in Denver and Wednesday before PLA opening session.

Policy and bylaws update:

- Latest bylaws were sent out to Board members after the January, 2016 meeting for review. Werner moved to accept the bylaws as presented. Lindmier seconded the motion. Motion carried.

FY 2017 budget: initial look at categories and rough numbers assigned. Additional discussion and revision to occur at March and April meetings.

Foundation meeting: meeting date to be determined.

Additional items:

Executive Session

- ***Werner moved to enter executive session at 10:13 PM. Lindmier seconded the motion. Motion carried.***
- ***Werner moved to leave Executive session at 11:18 PM. Baum seconded the motion. Motion Carried.***

Regular session resumed at 11:18 PM.

Announcements:

- Next meeting: Wednesday, March 23, 2016, at 3:30 PM at the Douglas Library

Meeting adjourned at 11:19 PM, February 17, 2016