

Minutes  
Converse County Library Board of Trustees  
Regular Meeting of April 20, 2016

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

Guest: Justin Lane, Converse County IT director (rescheduled for June meeting)

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 3:42 PM, on Wednesday, April 20, 2016 at the Douglas Library in Douglas.

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

***Werner moved to approve the minutes of the March 09, 2016 meeting with the correction of the spelling of “personal” to “personnel” under Policies & Bylaws. Baum seconded the motion. Motion carried.***

John Nelson’s comments:

- None

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

Douglas building project update:

- Landscaping plan: survey of the outside of the building had elevation numbers transposed so drainage would have been toward the building; architect or engineer will cover the cost of correcting that mistake.
- Library plaques: Werner tracked down the original Carnegie plaque, the plaques from the 1968-2015 building, and some options/ideas on new plaques were discussed. ***Lindmier moved to use a vertical format for the new building plaques. Baum seconded the motion. Motion carried.*** Further plaque options to be discussed at the May meeting.
- Library signage: ideas from Dennis Humphries will be acquired by Hissam during a meeting on Friday, April 22, 2016. Lindmier commented that vinyl can give a high impact without costing a fortune.
- Ft Reno lease: lease has been sent to Cheyenne and is expected back anytime. Chip and seal road project on the State Fair Grounds is due to happen between mid-September and early October.
- Gulash Design’s bid package: Colorado responses were slightly lower until the 5% WY preference is taken into account. Difference is about \$2,400.00.
- Nordic Sound update: TV carts may be purchased through Gulash Designs. Hissam to coordinate with Hal for Hal to keep an eye on Nordic Sound purchases. CDW may be a good source of TVs and some of the other electronics.
- Signage: part of the signage for the genealogy area could be covered by the genealogy donation.

- Book drops: Lindmier moved to approve the revised estimate for 3M/Bibliotecha equipment for the Douglas Library dated April 20, 2016 in the amount of \$74, 801.00. Baum seconded the motion. Motion carried. Hissam to coordinate arrival on site.

Glenrock building project update:

- Pre-quotation meeting: 4 projects to be covered by One Cent Project funds.
- Bike racks: Werner showed some ideas. Positioning was discussed. Wording or whatever to be included in the racks was discussed.
- Available FF&E funds: what, if anything, is still available. Hissam to approach Hal.
- Pidde to check on lights on front of old building.

PLA review: write-ups in board meeting packet.

Board members e-mail subject circulation list: Nelson wants to make sure everyone is in agreement on receiving/responding to email.

CCLS Public usage documentation: Nelson wants to ensure that tracking of current usage now is being accomplished for showing increase in usage of new building.

Thoughts regarding New Conceptual CCLS Innovative Efforts: Nelson would like ideas on increasing visual displays, etc to be explored by staff with ideas from Board to be considered.

CenturyLink discussion/approval of new services for Douglas & Glenrock: ***Werner moved to accept the proposed CenturyLink proposal for internet/phone service for 36 months service in Douglas and Glenrock dated April 13, 2016 as revised on April 18, 2016. Lindmier seconded the motion. Motion carried.***

Policies & Bylaws (Donation Policy)

- To be covered during May 2016 Board meeting.

FY 2017 Budget Proposal: Werner reviewed the FY 2017 budget including explanations. Formal approval to be done prior to 5:00 PM on April 29, 2016 by voice vote.

Additional items:

- Board approved the recommendation to hire Tamara Lehner and Cara Dwyer via phone vote on April 1, 2016
- CC Tourism Guide: funding to be discussed at May Board meeting.
- Proper business attire and presentation by library personnel to be determined, probably during Douglas moving into their new building.

Executive Session

- None

Announcements:

- Next meeting: Thursday, May 12, 2016 at 4:30 PM at the Glenrock Library.

Meeting adjourned at: 10:14 PM, April 20, 2016