

Minutes
Converse County Library Board of Trustees
Regular Meeting of September 13, 2016

Present: Karen Werner, John Nelson, Denise Johnson, Bob Lindmier & Director Kirk Hissam, Scott Barber (Ex-officio)

Absent: Jeremy Matter

Guest: Craig Rouse-RDesign, Dennis Humphries-Humphries Poli Architects, Pat Dixon-Dixon and Dixon, LLP

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 1:22 PM, on Thursday, September 13, 2016 at the Douglas Library in Douglas.

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

Lindmierr moved to approve the minutes of the August 22, 2016 meeting with two corrections, those being: Page Two, Meeting Room requests: Rotary requested use on August 31. Page Three, Items to be recorded: storage container “to be placed”. Werner seconded the motion. Motion carried.

Signage and way finding contract – Humphries, Rouse

- Dennis Humphries feels the signage can be done in the near future with branding coming in the future
- Craig Rouse brought a packet of information and reviewed the complete packet before discussing it.
 - A listing of the tentative areas and possible names/wording that have appealed to the board and staff
 - A sample color palette with nine colors for different areas
 - Page 1: Childrens – green background 1a with the words Grow, Wonder & Play if there is sufficient space
 - Page 2: Maker Space – use the word Create with hands in the purple background and applied to the windows of the space as a vinyl applique
 - Page 3: Teen – use the words Teen Escape on a black background with stop/do not enter emblems in the background
 - Page 4: Meeting Rooms – use the words Chat and Meet on a yellow background with speech bubbles
 - Page 5/6: Adult Fiction/Nonfiction – use the words Imagine, Explore and Discover on a red background with stylized open books in the background
 - Page 7: Computer areas – use the word Connect on a light blue background with a tinker toy styled background of dots and spokes
 - Page 8: Quiet Reading Room – use the word Quiet on a magenta colored background with Shhhhh in the background; possibly used on a floor standing sign by the entrance doors to the room
 - Page 9: Reading area – use the word Relax on a magenta colored background with Ahh in the background

- Page 10: Circulation Desks – use the word Ask on a red background with ???/? and What/Where/When/Why/Who/How in the background. Both backgrounds available as there are several desks; use just the ??? without the Ask for the Teen area desk
- Page 11: actual name of the area TBD on a brown background, exact wording from previous minutes may be used.
- Use the Laura Chambers sign from above the old closed case
- Logo to be discussed by the board before bringing it to an outside contractor

Conference call with Pat Dixon

- ***Nelson moved to enter executive session at 3:42 PM. Werner seconded the motion. Motion carried.***
- ***Werner moved to leave executive session at 4:03 PM. Johnson seconded the motion. Motion carried.***

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

Douglas building project update:

- Janitorial contract with ABM:
 - Contract for Glenrock being signed for the amount of \$1,436.60 per month cost without additional tasks.
 - Hissam to clarify with CK Mechanical charges for filter changing contracts.
- Janitorial equipment purchases: chariot vacuum cleaner and steam cleaner
 - Acquisition of chariot to be tabled for future discussion/decision; final furniture layout will affect feasibility
 - Steam cleaner for the bathrooms: table for future decision
- Arrow Electric bid for changes to lighting in Quiet Reading Room: ***Johnson moved to accept the Arrow Electric bid of \$1,156.00 to place the Quiet Reading Room lights on a separate circuit. Werner seconded the motion. Motion carried.***
- FF&E delivery, installation and order: two additional tables for the Children's area and shelving for DVDs are being ordered through Mary Gulash.
- 3M/Bibliotecha delivery, installation and order: the Intelligent Return is being shipped this Thursday or Friday, September 15/16.
- CenturyLink delivery of services: Douglas has fiber into the building, phones are located in the building, there is a conflict between the Nordic Sound gear and the CL gear so only wireless internet is currently available
- Nordic Sound update: YA room close to being ready, a lot of time is being spent on getting phone system ready
- Installation of computer equipment/networking equipment update: Justin needs to let us know if he can still help with setup; Hissam to find the company that assists the county with setups
- Floor data/electrical locations: Arrow Electric not interested in this project; Hissam to contact J&B Assorted Services to get this done
- Plaques update – installation?: plaque mounting in Glenrock in entryway
- Paver installation: Werner obtained 620 with some black for border and colored for inside; work to be done by county maintenance
- Library opening events:
 - October 4 ribbon cutting 4:00 – 6:00 PM
 - Invitations – self-generated?

- Speakers – possibilities to include John Nelson, Dennis Switzer, Bob Shinmori, Jim Willox and Rick Grant
- Advertisements
- Werner to obtain the ribbon for the event
- Rebekah Rivera – Douglas Library Business Manager – to act as co-ordinator for the event
- Grand Opening date to be set at a later date

Glenrock building project update:

- Concrete work: plaza is complete, area outside of SE stairwell exit has not been dealt with. Hal is aware of this.
- Bike racks and bathroom stepstools: scheduled to be installed on Wednesday, September 14
- CenturyLink services: pushed back, no date for completion.
- Library HVAC/filter maintenance: completed by CK Mechanical. Hissam to follow up on contract proposals.
- Washer/dryer purchase: Pidge & Hissam to get pricing for machine/s including delivery and installation.

Marketing and branding initiative:

- Review of conversation with John Bellina/Riccochet ideas
- Lindmier reviewed his conversation with Riccochet owner John Bellina
- Hissam recommends the Board have an extended conversation with Imagine If director from Kalispell, MT for ideas and to try to get a feel for what went right and what didn't.

Items to be recorded in official minutes

- Purchase of printers from CDW, bill to be submitted to commissioners via Hal.

Meeting room policy and reservation form review:

- LGLP needs to be consulted for liability issues about alcohol part of the policy and if there are any other possible issues.
- ***Werner moved to accept the language changes that have been added to or modified in the policy. Johnson seconded the motion. Motion carried.*** Barber to send the amended policy to Hissam.

Next regular meeting: Wednesday, October 19, 2016 at 1:00 PM in Douglas

Workshop: Friday, September 30, 2016 at 1:00 PM in Douglas

Foundation meeting and update

- Barber reminded the Board of the annual report for the Endowment Challenge is coming up.

Additional items at Board discretion

- Two part time positions have to be less than 20 hours per week to not be eligible for benefits with the exception of participating in the Wyoming Retirement System; Hissam to proceed with hiring.
- Banners for the outside of the building need to have size and wording determined before requesting an RFP.

Meeting adjourned at 9:42 PM.