

Minutes
Converse County Library Board of Directors
Regular Meeting of January 27, 2016

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

Absent: Board member Jeremy Matter

Observer: Douglas Manager Donna Rusk

Call to Order: President Nelson called the regular meeting of the Converse County Library Board of Directors to order at 3:35 pm on Wednesday, January 27, 2016 at the Douglas Library in Douglas, WY.

Werner moved to accept the consent agenda with the following addition: 2016 official bank depository paperwork - Converse County Bank. Baum seconded the motion. Motion carried.

John Nelson's comments: impressed with and appreciates the good people associated with the library. Olive Baum discussed some of her background/biographical information to continue our recent plan to have the Board become better aware of each other.

Werner moved to approve the minutes of the December 14, 2015 meeting. Baum seconded the motion. Motion carried. Approval of the minutes from the October 26, 2015 meeting has been tabled until the February 17, 2016 meeting.

Lindmier moved that the financials be approved as presented. Werner seconded the motion. Motion carried. Director Hissam agreed to start showing all checks on the monthly check register, including payroll information.

Douglas Building Project Update:

- FFE meeting with Mary Gulash and Dennis Humphries was on Monday, January 25, 2016 beginning at 10 am with Donna York and two daughters (Connie and Linda) to discuss the genealogy/history room: showing samples of what is in Donna's collection; naming the room "Browning-York Reading Room" or similar; furniture selection including display cabinets and shadow boxes; request for a wall map for the room; insurance for the collection (possibly through the Library Foundation); lighting to include table/floor lamps. A MOU (memorandum of understanding) will be needed. Donna York will be invited to a future Board meeting after furniture bids are obtained. Board discussion included the possibility of a digital screen for rotating map display.
- The FFE meeting with Mary Gulash and Dennis Humphries continued and completed furniture selection for the Douglas library and discussed the FFE budget. She plans to bid furniture in March; shelving will be delivered first and should take a week, then furniture delivery and installation should take two or three days.

- Board discussion on the need for good filters for the HVAC system in the budget, and question on if elevator comes with hanging blanket pads for wall protection.
- The new library plaque will be removed from Clark & Sullivan's scope of work, and the Library Board will have the plaque designed and fabricated. Past and present Board members, library committee members, and Directors will be recognized for their efforts, along with our architects (H|B and H-P) and county commissioners. A plaque from the Carnegie library, two plaques from the 1968 building, and the new plaque will be displayed in the new building foyer. The Board will request that Clark & Sullivan install additional backing for walls in both foyers.
- Hissam and Werner reported on a meeting with CANDO/Main Street regarding their ideas to do some sort of artwork/sidewalk modification at the Douglas Library. There is not enough time to design and install anything at this time without revising the building schedule, but the Library Board may discuss at a later date.
- Landscaping plan modifications for \$24,000 were unofficially okayed by Commissioner Willox, but Hissam is going to contact Randy Hein to determine additional plant costs and potential maintenance costs of this plan.
- Solar shades (10% charcoal/gray) were selected.
- ***Lindmier moved that appliances (refrigerator/dishwasher/washer/dryer/microwave) be purchased for the Douglas library during current sales and delivered to Glenrock. Werner seconded the motion. Motion carried.***
- Hissam suggested the need for a Board work session to help plan the move to the new library, including current shelving to Glenrock, disposal/salvage of some current furniture and shelving, circulation desk and public computer workstations, shelf end caps, telecommunications requirements, closure dates, PCI moving, RFID installation, etc. Hissam will contact David Thorsen (A/V contractor) and CenturyLink to set up a telecommunications meeting in February. The Board plans to have a work session on Friday, February 12, 2016 at 10 am at EWC.

Glenrock Building Project Update:

- RFID is fully functional and will be supplying statistical counts in the future.

Meeting Hall

- A cell phone (TracFone or similar) will be acquired for Glenrock for the library contact to use when unlocking/checking/locking the meeting hall before and after scheduled meetings, and as an emergency contact number to post.
- ***Werner moved that only cash or check be accepted as payment for reservation deposits for the meeting hall (no credit cards at this time). Lindmier seconded the motion. Motion carried.***
- Library staff may adjust their schedule or be paid overtime (up to one-half hour per occurrence?) for performing opening/closing duties for the meeting hall.
- Several problems will be addressed at the final walkthrough of the meeting hall on Monday, February 1, 2016 at 1:30 pm, including acoustical panels, lack of sufficient

storage for tables and chairs, and current lighting (along axis of building, not front/back which makes it difficult for presenters.

- The meeting hall and contents will be insured using cost/square foot and remodeling and furniture costs as recently expended.

New Library

- Two vendors submitted proposals for fabrication and installation of a 4' x 8' two sided temporary sign at Glenrock; Superior Sign for \$1192 and Pictograph Productions for \$659. ***Lindmier moved to approve Pictograph Productions' bid for \$659 for a 4' x 8' sign at Glenrock Library. Baum seconded the motion. Werner recused herself. Motion carried.***
- Miscellaneous items to be handled by the Library and paid via one-cent funds to be tabled until spring include meeting hall exterior entrance improvements, bike racks, and additional landscaping. Damaged concrete between the two buildings should be replaced/overlaid/sealed this spring. Hal Hutchinson is requesting information on security cameras from Jeff Bond.
- Mary Gulash is looking into the viability of shelving for Glenrock's A/V collections instead of spinner racks.
- Installation of a chain to block the plaza area during winter is still needed.

Douglas Library has the need for one circulation clerk immediately, another circulation clerk before the library move, and a bookkeeper. A notice will be placed in the newspaper in early February, directing applicants to the library web-site for full job description and application. Casper College and UW may also be contacted for potential applicants.

All library personnel are registered for the PLA conference at the Colorado Convention Center in Denver, CO on April 6-9.

Baum moved to approve Converse County Bank as the official depository for Converse County Library for 2016. Lindmier seconded the motion. Motion carried. Nelson signed as President.

The 'By-Laws for Converse County Library System Board of Directors' were reviewed and edited. Revised copies will be sent out for final review and potentially approval at the next Board meeting.

There was preliminary discussion on the FY 2017 budget; worksheets were distributed for all to start looking at and thinking about.

Lindmier presented information on a book box shelter for Esterbrook, with the potential of others later. It would contain DVD's, audio, and books and would be accessed via library card. It could be stocked by volunteers, and might be located at the church or Forest Service building.

A Library Foundation Board meeting will be held on Wednesday, February 24, at 3:30 pm to discuss partnering agreements and fund placement.

Werner moved to enter executive session at 10:07 pm. Baum seconded the motion. Motion carried.

Werner moved to leave executive session at 10:30 pm. Baum seconded the motion. Motion carried.

Regular session resumed at 10:30 pm.

Announcements:

- Next meeting: Wednesday, February 17, 2016 at the Douglas Library.

Meeting adjourned at 10:31 pm, January 27, 2016.