

Minutes
Converse County Library Board of Trustees
Regular Meeting of March 9, 2016

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

Absent: Bob Lindmier

Guest: Craig Corley - EWC

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 3:33 PM, on Wednesday, March 9, 2016 at the Douglas Library in Douglas.

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

Craig Corley: New libraries maintenance and custodial information.

- Cleaning windows – especially facing south and west because of prevailing wind direction.
- Winterizing sprinkler drip system
- Snow removal
- Periodic cleaning of exterior brick work
- Pressure washer for cleaning exterior windows and brick work
- Roof top units – suggest changing filters every 6 months or possibly 3x per year if there is heavy springtime pollen content
- VCT type floor tiles requires sealing and waxing, repeat the waxing periodically, requires buffers
- Mop and bucket designated for bathroom use only => should NOT be used in kitchenette area (sanitary reasons)
- Fire alarm system
- One year maintenance after building turn over – go over building with a fine tooth comb at the 10-11 month point to get as much covered before the first year is up

Werner moved to approve the minutes of the February 17, 2016 meeting. Baum seconded the motion. Motion carried.

John Nelson's comments:

- Invited Barber to share moments from his life, especially as he grew up in Converse County.

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

Douglas building project update:

- CenturyLink meeting update: CL needs 90-120 days lead time if the libraries go to fiber in both locations. Estimates for three options will be coming from CL based on:
 - Cloud and CL hosted completely or

- Cloud hosted and we purchase some phones and gear or
- Updated PBX version of what we have now
- CL conference call on Monday, 3-14-2016 to help determine actual services to be used
- Library plaques: Who to include on these plaques is based on when Anders Dahlgren was hired to do the needs assessment in 2005.
- Appliances update: a counter-top microwave has been selected, a replacement cabinet section may be needed at an estimated \$1,100.00 additional cost.
- Library signage: Barber to contact Dennis Humphries about options for bathrooms, emergency exits, and braille options.
- Ft Reno lease: a six month extension request was sent to WSF so they can do up the legal form for final signing.
- Gulash bid: bid package has been sent out with a respond by date of 3-30-2016 and a bid award date of 4-20-2016
 - A/V items: some items from David's list need to be covered by FF&E (paid for by library and submitted to the county to be covered by FF&E)
- Fireplace update: old sandstone sidewalk section/s that were salvaged and will be used as part of the fireplace, Bob Lindmier will supply any additional sandstone needed.
- Ceiling paint: to be an off-white
- Landscaping update: question on mulch depth; pavers being eliminated; use colored concrete instead of pavers.

Glenrock building project update:

- Window shades quotes: re-contact Blind Guy and check into Lowes/Menards and others for possibilities
- Bike racks: Werner called Steel Fabrication of Douglas and got a rough estimate of a six foot long and 30" high for approximately \$300.00 – would need to be painted.
- Meeting hall policy: question about waiving deposit for governmental entities. Matter moved that the \$50.00 deposit be waived for other Converse County governmental units. Werner seconded the motion. Motion carried.
- Available FF&E funds remaining: need to find out what is left for Glenrock from Hal Hutchinson for the commissioners. Hissam to contact Hal.
- Rocky Mountain Power energy credit update: paperwork was submitted last fall. RMP has acknowledged that the paperwork has yet to be processed.
- Bathroom basement stall damage: in the men's room.

Douglas circulation clerk hiring update: five candidates will be interviewed Friday, March 11, 2016 between 9:00 - 5:00 PM by Kirk, Donna and Jenni.

PLA/ALA:

- Reservations made in south east Denver at TownePlace Suites – Denver Southeast to utilize the light rail system to get back and forth to the conference site.
- Hissam requests permission to go to ALA annual conference in June 2016 in Orlando, FA, board agrees.

Policies & Bylaws (Donation Policy)

- Place holder to get this done – policy manual to be approved, personal policy manual to be reviewed for April meeting.
- Donation policy: specifics to be discussed and formalized at a future meeting.

FY15 Audit: FY15 audit findings discussed.

FY2017 Budget: Werner moved to acquire a heavy duty vacuum for Glenrock for up to \$1,200.00. Baum seconded the motion. Motion carried.

Term expirations: Werner and Lindmier terms expire June 30, 2016. Werner has submitted an application for a second term.

Foundation meeting: to be held on Wednesday, March 16, 2016. Mainly housekeeping concerning the Endowment Challenge.

Additional items:

- Programming in Douglas: will be getting into the Early Childhood program.
- Minutes of past board meetings are available in Douglas at the library and online.

Executive Session

- ***Matter moved to enter Executive Session at 9:05 PM. Baum seconded the motion. Motion carried.***
- ***Matter moved to leave Executive Session at 10:10 PM. Baum seconded the motion. Motion carried.***

Regular session resumed 10:10 PM.

Announcements:

- Next meeting: Wednesday, April 20, 2016 at 3:30 PM at the Douglas library. Justin Lane, Converse County IT, will be doing a presentation.

Meeting adjourned at 10:11 PM, March 9, 2016.