

Minutes  
Converse County Library Board of Trustees  
Regular Meeting of May 12, 2016

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

Absent: Jeremy Matter & Bob Lindmier

Guest: Jennifer Kofoed

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 3:52 PM, on Thursday, May 12, 2016 at the Glenrock Library in Glenrock.

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

***Werner moved to approve the minutes of the April 20, 2016 meeting as presented. Baum seconded the motion. Motion carried.***

John Nelson's comments:

- Appreciates the effort and enthusiasm of the board members.

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

Jennifer Kofoed, guest, is attending the board meeting as part of the Converse County Leadership Initiative class she is currently enrolled in. The class meets once a month for about half a day covering different topics every session and visiting local businesses to see different aspects of leadership and management in operation.

Douglas building project update:

- Library plaques:
  - Change "Converse County Library Board of Directors" to "Converse County Library Board of Trustees"
  - Change "Library Director" to "Director" – to be determined at a later meeting
  - Fill in board positions as of the July, 2016 board elections
  - Change "Architect" to "Architect of Record"
  - Barber to check with HumphriesPoli to clarify if a "]" is needed in their name
  - Name and plaques in SW entry layout discussed with final decision to be determined at a later meeting
  - Carnegie plaque will be returned from the Wyoming Pioneer Museum where it has been on loan since 1968
- Library signage:
  - HumphriesPoli update: have not been heard from yet.
  - Review of documents supplied by Werner:
    - List of rooms is based on "rooms" as indicated on the blueprints
    - Possible list of names that could be actually used

- Need occupancy signs for meeting rooms and for the library
  - Commissioners indicated that signage could be paid for with project funds but that time may be of the essence
  - Hissam liked the sample door/room sign that included the room name, the room number, the library name and logo and the room name in braille; final decision to be made at a future meeting
- Keying schedule update
  - Some doors have key and card access, some have only key access
  - Janitorial access keys to public areas and general staff spaces
  - Staff access keys to all areas with the exception of the director's office, the business managers office and the IT space
  - IT space is by key only and key is to be kept in a lock box in a secure area of the building
  - Public key/s for the NW door, the kitchen area from the NW entry hallway, and the meeting room access door from the NW hallway
- Fire extinguisher update: currently have seven extinguishers and three additional are on order; as it appears they are required by the city, then Hissam will submit the bill to Hal to be covered by project funds
- Gulash Designs bid package update
  - Shelving and furniture
    - Every piece on original bid not covered by other vendor bids can be covered by Pear Suppliers of Denver
    - Shelving – some are coming in higher, some lower than estimated
  - Tentative total is approximately \$50,000.00 under budget
- Fire extinguisher update: There are currently seven (7) in the Ft Reno building, three (3) more have been ordered; Hissam will send the invoice to Hal as if these are required for the new building then building project funds should pay for them.
- Gulash Designs bid update:
  - Every piece of furniture and shelving on the original bid list not covered by accepted bids can be provided by Pear of Denver
  - Tentative total is approximately \$50,000.00 under budget
- Nordic Sound update:
  - David will be starting his install in July
  - Discussed library purchasing AV items originally to be purchased through Gulash Designs to be purchased through Nordic Sound with David submitting the invoices to the commissioners
  - CDWG will be supplying electronics saving about \$3,000.00 that might be used for signage package.
- York-Browning History Room update:
  - Red walls and a monitor to be part of the room
  - List of items to be donated is being refined
  - Legal donation document is being generated by the donor
- 3M/Bibliotheca update:
  - AMH room design and specs do not have adequate space for a 5-bin sorting system
  - Detection gates: need to determine gate width in relation to the sliding door width on both entry doors
- Electrical changes request: change in the wall between the director's office and the business managers office is going to be a permanent wall so electrical and network outlets need to be installed in the wall for flexibility in room arrangements

- CenturyLink update: contract has been signed; CL engineer has made site surveys for Douglas and Glenrock; six (6) POTS lines have been scheduled to be installed to demark in Douglas as of May 13, 2016

#### Glenrock Building project updates:

- CenturyLink update: included in Douglas update
- Bike rack: discussion of using logo rack and sine wave or spiral racks; alternating rack placement between the buildings to double as access control to plaza in the winter; Werner to get cost comparisons
- Shelving update: Pidde received okay from Director and Board to adjust staff schedules to get a block of time for staff to modify shelving after hours; library operational hours are not to be affected.
- Exterior concrete update: the upper plaza concrete will be removed and re-poured in June with access to both buildings maintained at all times
- Meeting Hall bids: verified bids on all projects
- Parking: potential conflict of private use of library parking to be discussed at a later meeting

#### Directors Retreat and Safety workshop

- WSL is faced with a budget cut of \$80,000.00 for each of the next two years
- WSL will try to maintain the current funding level of ILS and e/audio books
- Workplace Safety Training suggestion is to invite police to tour the new buildings and make suggestions for safety in the event of violence in the workplace and general safety issues they may note

#### Community fundraising support:

- Acting as a location for a blood draw has been cleared through LGLP clarifying the liability coverage of United Blood Services as being good.
- Deer Creek duck race tickets sales and similar activities are not allowed in libraries

#### 3M/Bibliotheca Cloud Link e-book program:

- \$15,500.00 has been sent to WSL for e-books
- Cloud Link is a new version of the 3M Cloud Library but would be based on Converse County desires: our patrons go to the top of the list for materials we have acquired for the Cloud library and access from the rest of the state is only after we are taken care of; our patrons automatically go to the top of the list when making new requests
- \$500.00 admin fee to get setup
- WSL recommends a funding split with some funds going to WSL for general cloud library and the rest going into the county's use
- Hissam to check on ongoing costs

FY 2017 Budget Proposal: ***Werner moved to approve the 2016-2017 FY budget. Baum seconded the motion. Motion carried.***

#### Policies & Bylaws: Proposed change

- Board President would like bylaws changed allowing the office to vote when there is not a tie; tabled until next meeting and will be seeking legal guidance on the issue

#### CCLS Handouts per Karen Werner

- Volunteers in the library are prohibited by current policy; recommended by LGLP
- ***Baum moved that the Employee Handout, the Facilities Policy Manual, the Managerial Guidelines and the Job Descriptions Manuals be approved as presented and discussed. Werner seconded the motion. Motion carried.***

Janitorial contracts for Douglas and Glenrock: to go into effect approximately September 1, 2016 for both locations using standardized criteria. Bid process to be conducted in a time appropriate manner.

#### June meeting:

- Board meeting on Wednesday, June 15, 2016 at 3:30 PM in Douglas library
- Foundation meeting on Wednesday, June 1, 2016 at 3:30 PM in Douglas library

#### Additional items:

- Staff report documents are in the meeting packet for board review
- Transition library services at one or both Douglas locations during move to be determined at a later meeting
- Directors Retreat 2017 will be hosted by Douglas; Hissam will be consulting with Albany County Director Cindy Moore on hosting duties and responsibilities
- Katey Humbracht received her Bachelor of Science – Business Administration degree through UWCC May 12, 2016
- McMurray grants for individuals and institutions to be discussed at a future meeting

#### Executive Session

- Werner moved to enter executive session at 9:06 pm. Baum seconded. Motion carried.
- Werner moved to leave executive session at 10:22 pm. Baum seconded. Motion carried

Regular session resumed at 10:22 pm.

Meeting adjourned at: 10:22 pm, May 12, 2016