

Minutes
Converse County Library Board of Trustees
Regular Meeting of June 15, 2016

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

Absent: Jeremy Matter

Guest: Justin Lane

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 3:35 PM, on Wednesday, June 15, 2016 at the Douglas Library in Douglas.

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

Werner moved to approve the minutes of the May 12, 2016 meeting as presented. Baum seconded the motion. Motion carried.

Justin Lane, Converse County IT Director – IT considerations for the new library:

- Network design and set up
 - Public network for the public
 - Private network for the staff
- Willing to act as a consultant
- Hissam will set up an orientation meeting between Justin and David Thorson; shooting for an initial meeting June 17, 2016 at 10:00 AM.

John Nelson's comments:

- Invited Bob Lindmier to tell the board a little about himself.

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

Douglas building project update:

- Donna reports that tagging for RFID in Ft Reno is complete, items in storage still need to be tagged.
- Library plaques:
 - Hissam to clarify with HumphriesPoli (HP):
 - If they would like to be listed on the plaque – YES, confirmed by telephone conversation during the board meeting
 - Does the company name need to have a “|” between the names – NO, confirmed during phone conversation
 - Mockup is agreed upon
 - Werner and Don York to get specifics on size costs
 - Werner gradually getting Carnegie plaque cleaned; paint is off, working on getting accumulated crud cleaned off

- Plaque wall layout: use layout #3 and if there is no logo by the time it needs to be mounted, use layout #4
- Masonic dedication plaque & ceremony: County Commissioners decided there will be a plaque and ceremony and the library will purchase the plaque; Lindmier will clarify who acquires the plaque and ceremony details with the state Masons; the desire is to have the ceremony after the building is open for operation.
- Library signage:
 - Clark & Sullivan (C/S) requirements update: minimum signage needs to be in place prior to the Certificate of Occupancy (CoA) is issued or they will acquire what is needed at Home Depot or equivalent
 - HP update/proposal: HP has a subcontractor, similar to their relationship with Gulash Designs, that works with signage and has submitted a letter of agreement to provide professional services for Douglas Library for a cost not to exceed \$7,000.00. Dennis Humphries stated during his phone conversation that a library would normally do re-branding before signage although temporary signs could be used and reverse that order; Dennis Humphries will reach out and get some basic/initial information about these changes and forward it to Hissam. ***Lindmier moved to approve the signage package proposal from HumphriesPoli with the addition of no more than an additional \$1,500.00 for assistance with designing a logo. Werner seconded the motion. Motion carried.***
- Security system
 - Keying will be starting in the next few days
 - Security and access – looking into additional charges for security system additions
- City of Douglas update: city is not happy with the windows “eyebrows”, feel they should be painted; the cement foundation and planters out front are an eye-sore; the pavers are an issue; issues are being further investigated by the city
- Bathroom sealant update: won’t be any due to non-porous tiles; \$6,500.00 to seal only the grout and it would need to be resealed every 6 months.
- Mary Gulash update: still on-track and about \$44,000.00 under budget.
- Nordic Sound update: David will provide estimated cost per project.
- YA update:
 - Gaming wall is completely blank/empty; David Thorson is putting together estimates for TVs and carts
 - Green wall & AV: cost will need to come out of FF&E surplus plus the cost of any AV equipment.
- York-Browning update: WY Office Products submitted revised cost breakdown for separate costing of furniture for this room; 25% down check needed from Foundation.
- StoryCorp Programming and Equipment: Hissam would like to start this programming in the new fiscal year.
- 3M/Bibliotheca update:
 - RFID shipping dates: Hissam will provide dates later this summer.
 - Detection gates placement: north entry areas of concern have been dealt with.
- CenturyLink update: paperwork from CL has been received, signed and returned: weekly meetings will commence and updates provided as the project progresses.
- Exterior bookdrop elevations: a set of steps with a handrail has been installed.
- Fire and police department building tour and access: Nelson would like both groups to tour the library and comment on access and potential issues.
- Additional photocopier: ***Werner moved to lease a second photocopier for the second floor. Baum seconded the motion. Motion carried.***

- Concrete stamping: the company doing concrete work has donated a stamp in the shape of an “elk in a field” that the library can use at no charge.
- CDW-G ordering approval and timeline: tabled.
- Transport appliances from Glenrock to Douglas: need a timeline from C&S for when they are needed for installation.
- Storage of attic stock: County Commissioner Jim Willox offered to storage attic stock at county Road & Bridge.
- RMP manhole, fee waiver, etc (John): subjects covered in previous meetings.

Glenrock building project update:

- CenturyLink update: getting ready for fiber to be pulled to the building; will need 6 copper lines for elevator & fire monitoring and
- Bike racks: Pidde to show to Glenrock staff; dimensions to be checked; Hissam to order after final determination.
- Shelving update: initial project done, definite improvement to Teen, Juvenile and Large Print areas.
- Concrete update: Hal and Pat are now involved, phased project now in place to allow access to both buildings during the project.
- Update on bids solicited by Commissioners: Painting and gutter replacement for the Meeting Hall are in progress, landscaping on the south parking lot is completed, washer & dryer hookups are in limbo.
- Meeting hall needs:
 - Acoustics: sound dampening is needed for people with hearing issues
 - Chair carts: three additional carts are needed, Pidde to check price of existing carts from Glenrock FF&E paperwork
 - Wall mounted monitors: tabled until October
 - Pest control: ants in the meeting hall: Pidde to contact Cheryl in Weed & Pest and possible pest control firms
- Blinds/curtains/shades update: Pidde to get second bid for meeting hall and manager’s office
- Signage: tabled so it can be tied into Douglas signage for consistency
- Maintenance: roof vents caked up, item referred to Pat Hughes, Pidde to verify with Pat what the status is
- Final walk through: needs to be done by June 24, Pidde to verify final walk through date/time with Hal
- As-builts: PDF copies of the as-built plans for archive, Pidde to check with Jeff Bond

Ft Reno lease: extension through December, 2016 has been signed

Douglas YA manager position; shifts are going to be covered until a replacement is hired; Hissam to resurrect the job description; Pidde to check for what Glenrock used; desire to have the position filled by August 1, 2016

Douglas moving meeting update and next meeting: Werner contacted PSI and they are tentatively ready for an August 22 move date; Douglas school year starts for teachers on Friday, August 19; next meeting to be determined.

Review of WYLD Annual meeting: some potential changes coming based on information garnered by attendees.

FY '17 Budget hearing and implications: work session with the county commissioners on June 15 was attended by Werner, Nelson and Hissam. Commissioners seemed amenable to the proposed budget.

Janitorial contracts for Douglas and Glenrock: may want to add a clause for month to month automatic extension after the end of the listed contract period; needs to be ready to go to bid by July meeting.

Positive press/advertising for Douglas library: may need to do more paid advertising to more PSA coverage in the newspaper.

C&S appreciation: Ryan is done in two weeks and will be back in July for a short time period; Jack is the other consideration and he will be gone in 6 – 8 weeks.

Next Foundation meeting: Wednesday, July 20, 2016 at 3:30 PM in the Douglas library

Additional items:

- President able to vote requires a change to the bylaws, tabled until July meeting.
- Library participation/hosting Wyoming Reads needs to be investigated, Hissam to look into it.
- Next Board meeting on Wednesday, July 13, 2016 at 3:30 PM in the Douglas Library

Executive Session

- Werner moved to enter into executive session at 11:48 PM. Lindmier seconded the motion. Motion carried.
- Werner moved to come out of executive session at 12:25 AM, June 16, 2016. Lindmier seconded the motion. Motion carried.

Meeting adjourned at 12:25 AM, June 16, 2016