

Minutes  
Converse County Library Board of Directors  
Regular Meeting of July 13, 2016

Present: Board members John Nelson, Bob Lindmier, Karen Werner; Director Kirk Hissam, Scott Barber (ex-officio member, by phone)

Absent: Board member Jeremy Matter (former Board member Olive Baum had resigned)

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 4:02 pm on Wednesday, July 13, 2016 at the WSF Main Office Conference Room in Douglas, WY.

***Lindmier moved to accept the consent agenda with the following revision: 'Approval of Minutes from meeting of 06/16/2016'. Werner seconded the motion. Motion carried.***

***Werner moved to approve the minutes of the June 16, 2016 meeting. Lindmier seconded the motion. Motion carried.***

John Nelson's comments:

***Lindmier moved that the financials be approved as presented. Werner seconded the motion. Motion carried.*** Previous discussion indicated that 'Fixed Assets' on the Balance Sheet would be updated by PMCH after completion of building projects; we may institute inventory management software to track FFE.

Discussion on President voting; current by-laws state *'The President shall not vote except when necessary to provide a quorum or in the case of a tie.'*

Election of Officers – ***Werner moved that John Nelson be appointed President. Lindmier seconded the motion. Motion carried. Werner moved that Bob Lindmier be appointed Vice President. Nelson seconded the motion. Motion carried. Nelson moved that Karen Werner be appointed Secretary/Treasurer. Lindmier seconded the motion. Motion carried.***

Douglas Building Project Update:

Plaques and Signage

- Bronze building plaques have been ordered for the Glenrock and Douglas libraries.
- A stainless steel plaque has been ordered for the Mason dedication ceremony.
- Temporary signage has been ordered and received for the new Douglas library; Clark and Sullivan will install.
- Reviewed Humphries Poli / Craig logo options; Kirk will ask for more graphics for #7 and #8 and will talk to Craig about color palette. They are working on wayfinding options.

### Security Systems

- Clark & Sullivan delivered door lock cores, some are installed, need to install several dozen more. Will get bids to install the remainder.
- Security and Access Systems Response – Fire department will have key; Kirk will be called first for security concerns, then others on phone list.
- City of Douglas Update - Concrete foundation staining/sacking has been completed; eyebrows will remain galvanized; pavers will be installed by County employees.
- Shelving and Furniture Schedule - Shelving to be delivered starting July 28; furniture to be delivered starting August 8. Move from Ft. Reno during week of August 22.
- Nordic Sound – groundwork and infrastructure are in place; actual equipment will be installed after move in.
- Young Adult Room – will need ‘chroma key green’ wall (paint, not fabric) and A/V production equipment. Getting input on gaming wall equipment.
- 3M/Bibliotheca – RFID shipping dates – will ship from corporate after August 15. Lucile Windsor will visit and review Thursday morning.
- CentruyLink – Kirk has scheduled weekly Tuesday morning calls; they are on schedule and should have everything installed and running by August 22.
- Photocopiers – Kirk has arranged to get three new machines (2 in Douglas, 1 in Glenrock) to replace our current machines, with a five year lease and similar consumables and maintenance costs as our current lease.
- CDW-G Equipment – Nordic Sound reviewed and Justin Lane is currently reviewing our upcoming order of laptops, switches, PC’s, servers and printers for the new library.
- Storage of Attic Stock – possibility of obtaining conex storage container for storage of pallets of building surplus at Road and Bridge yard discussed; Bob and Kirk will look into options. May need small storage shed at library for snow shovels, snow blower, salt, etc.

### Glenrock Building Project Update: (from Paul Pidde’s update)

- CenturyLink fiber has been pulled into the building and is in the IT room ready for equipment installation; no date on that install.
- Bike racks have arrived and will be installed by Pat or Don (county) after concrete work is done.
- Additional shelving units will be assembled in mid-August. The library currently has approximately 100 pieces of art on display until Deer Creek Days.

- Exterior concrete work may be done in the next few weeks by Seim Concrete.
  - Exterior painting is completed with a few minor touchups needed; landscaping is completed; gutter replacement is completed with a minor area of flashing needed; plumber will be contacted for washer/dryer hookups.
  - Items from punch list of final walk-through of the Library have not been completed.
  - Punch list for Meeting Hall is needed.
  - Signage will be tied in with Douglas project for coordination.
  - Maintenance – vents on roof can be cleaned with soap and water per Pat Hughes.
  - YTD activities and trends were reviewed. RFID gates need to be functioning properly.
- Library Board of Trustee member Olive Baum tendered her resignation due to health concerns. We would like to thank her for her dedication and support and wish her well. The Board is looking for potential candidates.
- The 2017 FY Budget will be presented by the county commissioners on Monday, July 18 at 4 pm. The Library Budget Resolution will be prepared after final information is available.

#### Douglas Staffing

- Young Adult position has had quite a few applicants; will review and interview within next two weeks with a decision immediately thereafter.
  - Business Manager position will be advertised beginning next week with interviews and decision following soon after.
  - Additional staff may be required when library is fully functioning. **Lindmier moved for approval of two part-time personnel (less than 20 hours per week, no benefits) immediately, to start in September, with the possibility of a third at a later time. Werner seconded the motion. Motion carried.**
- Janitorial RFP's for Glenrock and Douglas were reviewed and revised and will be sent to Hal Hutchinson for comments. Plans are to advertise for three weeks beginning the week of July 24 in Casper, Douglas, and Glenrock newspapers. A mandatory walk-through will be held on August 15, with bids due August 19 and work commencing September 1.
- Meeting Room Policy – discussion and possible changes to policy for Glenrock and Douglas. **Werner moved that discussed changes be made to policy. Lindmier seconded the motion. Motion carried.**
- Discussion on branding and marketing campaign possibilities, and how we can move forward ourselves; mascot, bookmarks, placemats, name badges, need to 'invite' people into the libraries. Could use columns, movable sign holders, storefronts, banners, etc. May have booth at Farmer's Market. Discussion on staff 'branding' to be more readily

identifiable. Discussion on outreach ideas, free collaboration in magazines and newsletters, etc.

- Discussion on naming some rooms, areas, or collections in the new library. Discussion on publishing a history of important contributions to the Converse County Library System from the Carnegie Library on; could be genealogy project.
- Clark and Sullivan appreciation plaques may be purchased by Library Foundation, to be discussed at next Library Foundation meeting.
- Next Library Foundation meeting will be Wednesday, July 20, at 3:30 pm at the Douglas Library.
- Jen Kofoed, Circulation Manager, completed her leadership class and has the option to donate her \$250 fee for the class to a non-profit organization. Congratulations Jen!
- **Lindmier moved that the Converse County Library – Douglas be closed beginning August 22, 2016 for up to three weeks to facilitate the move into the new building. Werner seconded the motion. Motion carried.**

***Werner moved to enter executive session at 10:15 pm. Lindmier seconded the motion. Motion carried.***

***Lindmier moved to leave executive session at 11:10 pm. Werner seconded the motion. Motion carried.***

Regular session resumed at 11:10 pm.

- Next meeting: Thursday, August 18, 2016 at 3:30 at the NEW Douglas Library!

Meeting adjourned at 11:10 pm, July 13, 2016.