

Minutes
Converse County Library Board of Trustees
Regular Meeting of August 22, 2016

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

Absent: Jeremy Matter

Guest: Craig Rouse (teleconference) & Mary Gulash (teleconference)

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 3:58 PM, on Monday, August 22, 2016 at the Douglas Library in Douglas.

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

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

John Nelson's comments:

- Welcomed Denise Johnson to the Library Board
- Invited comments from Donna Rusk; she related that she grew up in Nebraska and has been in Douglas since 1978. She worked for Douglas HS library for 17 years and has been with the CCLS for 20 years.

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

Craig Rouse conference call:

- Lindmier is concerned that the "books on shelf" logo idea is very similar to Salt Lake City PL logo
- Library is about half way through money budgeted for this project
- Hissam voiced opinion to use bold colors so they stand out and are easy to spot; Board agreed
- Color code to areas of functionality: service points, computers, etc.; Board to develop the color code.
- Table top signs as part of the overall signage.
- Preferences from handouts: 2, 3, 5, 6 change the word "converse" to "chat", 8 change the word "whisper" to "quiet", 9 use the "connect" for computer areas and the word "create" or "make" for the makerspace, 12 change the word "service" to "ask". Add three additional areas: Local History/Genealogy or Roots, Young Adult room, Meeting Rooms.

Mary Gulash conference call:

- All three vendors worked good
 - Delivery issues with Pear and WY Office Products
 - Quality Office Products has delivered or will deliver everything by the end of this week.

- WY Office Products was awarded the bid on April 18 and completed bid paperwork was done five weeks later. Late deliveries: eight lounge chairs shipping late September and arriving middle of October.
- Pear: the reading room at the local history area should arrive the first week of September.
- Unspent funds amount to \$44,729.00
 - Need four cabinets for the YA area to secure the gaming consoles and accessories.
 - Two tables in the Childrens area; one table in the sorting room; 4 chairs in the staff area.
 - Recommends a custom made counter for the business center work area.
- Two book nooks originally finished with rock won't work and the glue can not be completely removed.
- Childrens shelving dividers came partially routed, can be replaced with the proper dividers and get a \$700.00 credit. Done through Chris Curtain.
- Four end panels can be replaced with proper height mounted PAC stations, to be replaced at no charge to the library.

Douglas building project update:

- FF&E
 - Fire cabinet for flammables, Lindmier to enquire about cabinets. Glenrock is covered because of the fire suppression system in the basement.
 - ***Werner moved to have Hissam acquire gaming consoles and storage cabinets for the YA area for an amount not to exceed \$4,000.00. Johnson seconded the motion. Motion carried.***
- 3M/Bibliotech delivery/installation and order
 - Additional RFID staff pad ordered - \$650.00.
 - Gates have arrived
 - Parts for AMH (Automated Materials Handling) and self-check are back ordered.
- CenturyLink delivery of services
 - Douglas: install on August 29, port services on August 30 (Fortinet switches may be a problem without David Thorson)
 - Glenrock: install on September 6, port services on September 7
- Nordic Sound update
 - Gaming Wall contract has been signed and will be installed.
- PC delivery/networking requirements:
 - David Thorson for telecom setup
 - Justin Lane for networking setup
- Insurance for liability, building and contents
 - Liability is in place for both locations
 - Building and Content is a work in progress for Douglas, initial estimate is \$10,000,000.00 for building insurance and \$1,500,000.00 for contents.
- Parking agreement: a new agreement can be negotiated October, 2016.
- Transfer of utilities: as of August 8, 2016, the library is responsible for all utilities.
- Floor data/electrical locations: several need to be relocated and Mary Gulash is assisting with planning the changes.
- Meeting rooms request:
 - Rotary on August 31 at 12:00 PM
 - Girl Scouts on September 7
 - Soccer Ball on September 17 from 6:00 – 10:00 PM
 - Business After Hours on October 27

- Plaques update: Glenrock has theirs, the Mason's is in Douglas, the Douglas plaque is being redone
- Division of staff duties for the move and preparedness for operations
 - Fill shelves no more than 75%
 - In needed, weed more
- Placement of Closed cases, 'Willox' cabinets and currently owned tables and chairs
 - 'Willox' cabinets will be by the business center
 - Eight original chairs will be decided later
- J&B assorted services:
 - PSI is moving books from shelves – period. Werner to talk to Peter of PSI to clarify what they can/will do.
 - J&B may move benches and tables, shelving to Glenrock
 - ***Johnson moved to have Lindmier supply the labor to hang the plaques and lettering at the entrance at Third and Elm at a cost not to exceed \$750.00. Werner seconded the motion. Motion carried.***
- Clark & Sullivan and HeinBond discussions:
 - Different opinions concerning punch list additions and revisions by Randy Hein as seen by C&S representative.
- Library opening events:
 - Ribbon cutting on September 12, 2016
 - Invitations
 - Speakers
 - Advertisements – general PSA without a date for a week or two before putting in the date for one to two weeks.
 - Grand Opening: joint celebration for both locations maybe in the spring?

Glenrock building project update:

- Concrete work: top plaza area has been completed; no date on concrete replacement at the SE corner of the building in the plaza bottom area.
- Bike rack installation: deferred until the concrete in the upper plaza area has set completely.
- CenturyLink services: discussed with Douglas' earlier in the meeting
- Library HVAC/filter maintenance: check to see if the installation company in Casper can clean/replace filters.
- Douglas shelving to be moved to Glenrock: to be determined
- Washer/dryer hookups: drain line and water lines are in, the electrical is in, last item is the dryer vent and it should be in this week.

Items to be recorded in official minutes

- Hiring of new employees: ***Johnson moved to hire Blake Hill as the new Teen librarian and Rebekah Rivera as the new business manager. Werner seconded the motion. Motion carried.***
- ***Lindmier moved to accept the two year bid of \$62,090.00 annually from ABM as presented for janitorial contract for Douglas and Glenrock per a schedule of services as listed and approved by the Board. Johnson seconded the motion. Motion carried.***
- ***Werner moved to purchase a storage container for \$3,218.00 to be placed at the Road & Bridge yard in Douglas. Lindmier seconded the motion. Motion carried.***
- ***Werner moved to accept the Nordic Sound contract for the YA room for four TVs for an amount not to exceed \$7,172.00. Johnson seconded the motion. Motion carried.***

- ***Werner moved that all officers and the director be on all bank signature cards at Converse County Bank and Hilltop National Bank. Johnson seconded the motion. Motion carried.***

Nest regular meeting: Tuesday, September 13, 2016 at 3:30 PM in Douglas

Additional items:

- Library hours
 - Possibility of hiring two part timers
 - ***Lindmier moved to allow Hissam to adjust the library operating hours to make it work with existing staff. Werner seconded the motion. Motion carried.***
- ***Werner moved to appoint Olive Baum as an ex-officio Board member. Johnson seconded the motion. Motion carried.***

Executive Session

- ***Lindmier moved to enter into executive session at 9:57 PM. Werner seconded the motion. Motion carried.***
- ***Lindmier moved to come out of executive session at 10:55 PM. Johnson seconded the motion. Motion carried.***

Meeting adjourned at 10:55 PM.