

Minutes
Converse County Library Board of Trustees
Regular Meeting of October 19, 2016

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

Absent: Jeremy Matter

Guest: Craig Rouse-RDesign(Conference Call – 2:00 PM)

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 1:13 PM, on Wednesday, October 19, 2016 at the Douglas Library in Douglas.

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

John Nelson's comments:

- Enjoys working with the high quality people that currently make up the Board of Trustees.

Werner moved to approve the minutes of the September 13, 2016 meeting with corrections under Call to Order, Minutes Approval, Library Opening Events and Workshop. Lindmier seconded the motion. Motion carried.

Approval of financials tabled for November meeting.

Parking lot update: Barber reviewed the status of the existing agreement. If the Board accepts the agreement as it is currently written when the Commissioners release the properties back to the Library, then the existing agreement terms apply. Potential changes or the fact that changes may be desired should be made clear. ***Werner moved that Barber draft a preliminary letter outlining issues subject to review and approval by the Board after review by legal counsel. Johnson seconded the motion. Motion carried.***

Purchase and maintenance proposals:

- Automated External Defibrillators for Douglas and Glenrock: Johnson to talk to Douglas Fire Dept. personnel to see if they might be aware of any grants available to assist in purchasing these devices.
- Water softener – Douglas: Hissam to contact Bogg's for further information on their bid.
- HVAC Maintenance and filter replacement agreement – Douglas and Glenrock:
 - Douglas revised estimate: ***Werner moved to accept the CK Mechanical bid of \$7,836.00 for HVAC inspection and maintenance, filter replacement and plumbing inspection and maintenance. Lindmier seconded the motion. Motion carried.*** Hissam to verify when the fall and spring dates are to include so as to satisfy building warranty terms and agreements.
 - Glenrock: estimate for Glenrock is tabled until further estimates can be obtained. Lindmier to supply Hissam with business/s to contact for estimates.
- Security cameras – Glenrock: tabled until updated Hitek estimate is received.

- Bike racks – Douglas: needed due to high bike usage by Douglas patrons. Issue: where to put them. Hissam requests the Board members to look at the outside of the building and the surrounding grounds for possible locations.

Conference call with Craig Rouse concerning signage: Board reviewed the supplied images and layouts of placement locations of suspended ‘drums’ and banners for the Douglas library. Several Board/director suggestions were made concerning placement of signs for makerspace, computer locations, reading areas and adult fiction areas. Board consensus on adult fiction is to use the “flying book” background. The “Ask” signage for the service desks should use both backgrounds of ‘?’’s and the “who, what, where, etc”. Exact wording of the local history area is still to be determined but will include the Browning-York name.

Items to be recorded in official minutes

- Board approves the hiring of Rebecca Muncy to fill one of the two previously approved part-time positions.
- Board approves the purchase of the additional licenses for the Faronics DeepFreeze computer security software at a cost of \$1,099.12.
- Board approves the library operating hours changes for Douglas:
 - Tuesday change from 9:00 AM – 8:00 PM to 9:00 AM – 6:00 PM.
 - Saturday change from 9:00 AM – 2:00 PM to 10:00 AM – 4:00 PM
- Approval of cleaning products MSDS sheets per janitorial contract: recommendation from Bill Miller of LGLP is to place the sheets in a binder. Approval is in progress.

Meeting room policy and reservation form review:

- Hissam will send out a copy of the current policy and reservation form for the board to review and comment on for future revision.

Donation policy: tabled at this time.

Douglas library sale of unused inventory – per Karen’s bid sheet: delay until later in November to coordinate with other Douglas activities such as Cowboy Christmas on Saturday, November 19.

Business After Hours update: ***Lindmier moved that no alcohol be allowed/served on library premises during normal library operating hours. Johnson seconded the motion. Motion carried.***

Personnel:

- Job description – library director: tabled for the board to review the tentative description compiled by Werner and discussed at a later meeting.
- CCLS organizational chart: business manager has been shifted to staff equivalent position but still reports to the director. Levels are potentially set up for horizontal by hierarchy for who reports to whom.

Ricochet ideas- market branding: temporary logo may be used until branding is complete. Foundation may be approached to assist in funding. County Treasurer may be able to clarify possible funding sources and uses of ballot issue funds. Hissam to contact the County Treasurer to see if/when he would be able to discuss transfer and use of remaining 1

Next regular meeting: Wednesday, November 16, 2016 at 1:00 PM in Douglas
Workshop: in Douglas, on Wednesday, October 26, 2016, after 1:00 PM if the County Treasurer is available.

Foundation meeting and update

- To be determined after meeting with the county treasurer

Additional items at Board discretion

- none

Executive session:

- ***Johnson moved to enter executive at 5:43PM. Lindmier seconded. Motion carried***
- ***Johnson moved to exit executive session at 7:52PM. Lindmier seconded. Motion carried.***

Additional items of discussion after executive session include: visit by Dr. Kent Sundell, Tate Geological Museum, Casper College; Craig Johnson speaking event; Douglas Sign Company as potential bidder for interior signage package vs. sole source vendor; cracks in sheetrock of the Glenrock library atrium.

Meeting adjourned at 8:23 PM.