

Minutes
Converse County Library Board of Trustees
Regular Meeting of November 16, 2016

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

Absent: Karen Werner, Jeremy Matter

Guest: Clara Chaffin, Sherri Mullinix, Scheduled guest Craig Rouse was unavailable for phone conference

Observer: Douglas Manager Donna Rusk

Call to Order: President Nelson called the regular meeting of the Converse County Library Board of Trustees to order at 1:19 PM, on Wednesday, November 16, 2016 at the Douglas Library.

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

John Nelson's comments:

Lindmier moved to approve the minutes of October 19, 2016 meeting with the following changes. Johnson seconded the motion. Motion carried.

- *Johnson moved to enter executive session at 5:43PM. Lindmier seconded. Motion carried*
- *Johnson moved to leave 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 signage package vs. sole source vendor; cracks in sheetrock of Glenrock library atrium*

Call placed to Craig Rouse for scheduled teleconference. Call was unanswered by Rouse.

Johnson moved that the October financials be approved as presented. Lindmier seconded. Motion carried.

Lindmier moved that the November financials be approved as presented. Johnson seconded. Motion carried.

(Per auditor's recommendation, a board member will sign a copy of the check register. The signed copy will be retained and kept on file in the Director's Office. This will be an ongoing procedure.)

Clara Chaffin and Sherri Mullinix, City of Douglas Planning and Development department, requested that the City of Douglas receive an exemption from the required security deposit for agencies other than those falling within county government to reserve a library meeting space. The reason cited being that it is difficult for the City of Douglas to draft and approve a check on short notice, and the City of Douglas' policy on credit card use is very restrictive. Chaffin presented two options as a means of accommodation:

1. the fee be waived for all Converse County tax payers.

2. the City Attorney would draft an agreement between the City of Douglas and the Converse County Library System waiving all fees for use

Upon discussion and consideration by the Board of Directors, it was determined that the reservation policy would stand as approved and no exception would be granted to the City of Douglas.

Barber presented a draft letter to the Tom Saunders, Converse County Bank, requesting negotiation of the lease agreement between the bank and the current lessee, Converse County Board of Commissioners, with the intent of transferring the lease to the library.

Barber will revise the draft letter to include the suggested changes and email a copy to trustees. If approved, it will then be mailed to the library's counsel for review before being sent to CCB.

Review and discussion of bids received from Bogg's Plumbing, CK Mechanical and Laramie Range Water Treatment for a water softener for the Douglas Library resulted in the following motion:

Lindmier moved to accept the bid from Laramie Range Water Treatment in the amount of \$1827.50 for the purchase and installation of a water softener for the Douglas Library per the supplied quote. Salt refills will be purchased separately from the bid. Johnson seconded the motion. Motion passed.

Automatic external defibrillator purchase: Johnson is awaiting a phone call from the American Heart Association regarding available grants for acquisition of the units.

A motion was made to record for the official minutes a decision previously made to suspend the section of CCLS Employee Policy 505 which limits the total annual leave accrual for Kirk Hissam, Director:

Johnson moved to suspend annual leave accrual limits for Kirk Hissam, Director, until further notice. Lindmier seconded. Motion carried.

Hissam reported that CK Mechanical has provided a clarification on the Douglas Library HVAC unit/filter service and maintenance agreement approved at the October 19, 2016 board meeting: service and maintenance for HVAC units will occur during spring 2017 and fall 2017.

A decision on the service and maintenance agreement for the Glenrock Library HVAC units and interior filter changes has been deferred until additional vendors have had an opportunity to bid the contract. Hissam will follow up on contact with additional vendors.

Johnson made a motion to approve a bid for the purchase and installation of additional security camera's for rooms 112, 113, 115, 221, 222 and 255 of the Douglas Library in the amount \$3972.00. Lindmier seconded. Motion carried.

Lindmier moved to accept a proposal from MedicineBow Technologies for IT services in the amount of \$4442.25/month through June 30, 2017 per the contract documents. Johnson second. Motion carried.

Hissam related that several groups have expressed an interest in utilizing the Douglas Library for art displays. Trustees were asked to review the library for locations in which an art display system could be purchased and installed

Hissam will contact Hal Hutchinson about parking lot lease agreements with the Converse County Bank concerning responsibility for snow removal.

Jack Appleby, Clark/Sullivan Construction, was at the Douglas Library November 16, 2016, taking measurements for the extension of the solar tubes located on the second floor. After discussion it was determined that Hissam would contact Ryan Browne, Clark/Sullivan Construction, and cancel any arrangements underway to extend the solar tubes.

Amanda Stroud did not accept the part time Circulation Clerk position offered her. The position will be advertised as available.

Lindmier made a motion to approve the Memorandum of Understanding between the Converse County Library System and the Wyoming Department of Agriculture – Wyoming State Fair, for the transfer of equipment and furniture owned by CCLS to WSF in consideration of waiving building lease payments for the months of November/December 2016. Johnson seconded. Motion carried.

Per the specifications of the janitorial contract for the Douglas and Glenrock Libraries, ***Johnson made a motion to approve the Materials Data Safety Sheets provided by American Building Maintenance for cleaning product use. Lindmier seconded. Motion carried.***

Barber and Johnson recommend changes to the Converse County Library Meeting and Event Reservation Form. The suggested changes were discussed and will be emailed to the Board of Trustees.

Lindmier made a motion to accept the Holiday Closing Schedule January 1, 2017 – January 1, 2018 as presented. Johnson seconded. Motion carried.

Lindmier made a motion to accept the Converse County Library System Gift and Donation Policy. Johnson seconded. Motion carried.

Discussion of the job description for the Converse County Library System Director was tabled.

A work session has been scheduled for Saturday, November 19, 2016, 9:00AM, for the purpose of discussing CCLS' draft Investment Policy.

Hissam will contact Dennis Humphries, Humphries Poli Architects, for the purpose of consultation with regard to finishing the basement of the Glenrock Library.

The next regular meeting of the Converse County Library Board of Trustees is scheduled to be held at the Douglas Library, Wednesday, December 21, 2016, 1:00PM.

The next regular meeting of the Converse County Library Foundation, Inc. is scheduled to be held at the Douglas Library, Monday, January 2, 2017, 10:00AM.

Executive Session

- Lindmier moved to enter executive session at 7:35PM. Johnson seconded. Motion carried.
- Johnson moved to leave executive session at 8:02PM. Lindmier seconded. Motion carried.

Regular session resumed at 8:02PM.

Johnson moved to approve employee bonus checks as discussed in executive session. Lindmier seconded. Motion carried.

Meeting adjourned at: 8:07, November 16, 2016