

Minutes
Converse County Library Board of Directors
Regular Meeting of December 21, 2016

Present: Board members John Nelson, Bob Lindmier, Denise Johnson, Karen Werner;
Director Kirk Hissam; ex-officio members Scott Barber, Olive Baum

Absent: Board member Jeremy Matter

Observer: Douglas Manager Donna Rusk

Guest: Jim Willox, CC Commissioner

Call to Order: President Nelson called the regular meeting of the Converse County Library Board of Directors to order at 1:23 pm on Wednesday, December 21, 2016 at the Douglas Library.

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

John Nelson's comments:

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

Commissioner Jim Willox reviewed the one-cent money; small amounts are still coming in. The County intends to retain ownership of the Douglas Library and control of the associated one-cent money until after the one-year warranty period is done on August 24, 2017. However, the Glenrock Library is through the one-year warranty period and Jim suggested that 1/3 of the one-cent money and property deeds could be turned back over to the Board now, pending Commission vote. Hissam will send copies of Glenrock deeds to Jim and Quentin Richardson, County Attorney, with hopes of finishing this first turn-over in January 2017. One-cent money should be used for capital expenditures, although interest from accounts might be used for operating expenses. Willox suggested that the Board contact the County Commissioners in March before the annual budgeting process is completed to discuss updated valuation and sales tax projections, which could affect the Library's budget request. Additional discussion continued on expanded library opportunities, current Board members, the parking lot agreement and parking lot estimated worth. Barber later distributed a draft of letter to Converse County Bank; Willox had previously suggested that a low-level communication between Hissam and Tom Saunders might be appropriate.

Lindmier moved that the financials be approved as presented. Werner seconded the motion. Motion carried. Previous discussion indicated that several new general expenditure categories have or will be added, including 6216 – Service Maint/Contracts – IT, 6310 – Board Expenses, 6702 – CCL Foundation pass-through, and ultimately, 4035 – 1-cent funds interest.

Update on automated external defibrillators for Douglas and Glenrock; Johnson waiting for additional information, decision on purchase will be made at next months' meeting.

Per signed agreement, Laramie Range Water Treatment is currently installing a water softener at the Douglas Library.

After discussion, ***Lindmier moved to approve Air Innovations \$2,400.00 bid for HVAC maintenance and filter replacement at the Glenrock Library for 2017. Johnson seconded the motion. Motion carried.***

Jeff with Hitek Communications should be installing additional security cameras in the Douglas Library later this week.

Art hanging systems (Walker systems) were discussed for the Douglas and Glenrock Libraries; need to decide where such systems should be mounted so measurements can be taken and systems ordered. Mixed media art would include both Library art collection and community art displays.

Snow removal is now being done by Joe DeMarce in Douglas at \$50 per event.

Lindmier moved to approve the hiring of part-time Circulation Clerk Marly Borup at the Douglas Library. Johnson seconded the motion. Motion carried. Borup started December 5, 2016.

Douglas Library Warranty Issues:

- Ryan Brown has been notified that there have been several leaks on the second floor of the Douglas Library. The leaks are occurring at six of the solar tubes and two other roof penetration locations (gas lines). Weatherguard, LLC, the roofing subcontractor, should be here today or tomorrow.
- Ryan Brown contacted CK Mechanical about the continuing problems with the HVAC units. Shelby Brooks, with Long, Inc., was at the Douglas Library 12/14 and 12/16 to replace several temperature sensors that were malfunctioning. HVAC unit 1, which serves the majority of the first floor, is still experiencing errors. Shelby is in the process of diagnosing the problem. Error signals on unit 1 have resulted in replacing a motherboard, three temperature sensors, and a pressure temperature sensor. Replacing the circuit board may be next. Specialists will be here next week.
- Additionally, a broken fan coil that serves the Quiet Reading Room needs to be replaced, the staff stairwell experiences cold air, and the IT room continues to experience cooling problems. Two possible solutions for the IT room outlined by Hal Hutchinson include 1) installing a secondary wall unit which would involve draining coolant before repair and rehook-up, or 2) installing an additional unit on the roof for the IT room which would entail expensive construction and more roof penetrations. The Board feels that this is an engineering design problem and should be corrected with no cost to the library.

- Arrow Electric has installed new center lenses on all light fixtures that were manufactured incorrectly, and corrected the problem with buzzing light fixtures. Installation of a dimming switch and associated work for the lighting in the Quiet Reading Room is pending.
- Exterior accent rope lighting to be installed at the northwest and southwest vestibules was delivered today and is warming up in the kitchen; this lighting breaks easily when cold.
- Ryan Brown has also been contacted about the exterior doors at the northwest and southwest vestibules that weren't opening automatically during below zero temperatures; Brown stated that they weren't rated for subzero temperatures.
- Hissam will contact Adam at West Plains Engineering, Inc. to ask about the temporary installation of various color filters on the outside sconces.

The interior signage package design from Craig Rouse, R Design, Inc., was reviewed. The Board will ask Rouse for all project design files and approach production on our own window, wall and drum signage. Doing so should realize a cost savings.

After review, ***Johnson moved that the updated meeting room policy and reservation form be approved as amended. Werner seconded the motion. Motion carried.*** Ex-officio member Baum raised an objection to allowing alcohol on the premises, even after library hours.

After review, ***Werner moved that the CCLS Investment Policy be approved as presented. Johnson seconded the motion. Motion carried.*** All Board members present signed the document. Hissam will send a copy to Joel Schell, Converse County Treasurer, and Tom Saunders, Converse County Bank President.

Marketing/Branding ideas by Ricochet will be reviewed at the Library Foundation meeting on January 2, 2017 at 10 am at the Douglas Library. Election of officers and an Endowment Challenge partnering agreement with the Natrona County Library Foundation will also be on the agenda.

Dennis Humphries and Mary Gulash will meet with the CCLS Board of Directors on January 11, 2017 beginning at 1 pm in Douglas and then move to the Glenrock Library to discuss the basement project. A fee schedule and associated costs will be requested from Humphries.

The Library Director draft job description was reviewed and discussed; comments will be incorporated and further discussion will occur at the next meeting.

Briefly discussed the need for strategic planning; a work session may be held to work on shared visions and priorities, including the Glenrock basement, marketing/branding, signage, etc.

Trustee training with Jerry Krois will be held at the Laramie County Library on January 19, 2017 from 1-4:30 pm for all trustees that can make it. Hissam plans to attend.

Douglas Library personnel are currently assisting Glenrock Library as needed. The Library Manager position for Glenrock will be advertised soon.

The Library Board will send a letter to our continuing-absence Board member requesting his resignation. The Converse County Commissioners will have to take final action.

Next meeting: Saturday, January 14, 2017 at 10:00 am at the Douglas Library.

Meeting adjourned at 7:29 pm, December 21, 2016.