

Minutes
Converse County Library Board of Directors
Regular Meeting of January 14, 2017

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

Absent: none

Observer: Douglas Manager Donna Rusk

Guests: Shaunda Parrish, Douglas Artists Guild
Matt Schmidt, Douglas Police Department

Call to Order: President Nelson called the regular meeting of the Converse County Library Board of Directors to order at 8:01 am on Saturday, January 14, 2017 at the Douglas Library.

Baum moved to accept the consent agenda with the addition of guest Shaunda Parrish with the Douglas Artist Guild. Johnson seconded the motion. Motion carried.

Shaunda Parrish with the Douglas Artists Guild discussed their second annual 'Fine Art in Red' show to be held on Saturday, February 11, from 10 am to 7 pm, in Library meeting rooms 1 and 2. Eight artists are scheduled to show at this time. Parrish requested that they be allowed to serve alcohol (wine-tasting and cocktails) at a reception from 5-7 pm after the library closes. **Lindmier moved to allow alcohol at the DAG show. Werner seconded the motion. Motion carried.**

John Nelson's comments:

Lindmier moved to approve the minutes of the December 21, 2016 meeting. Baum seconded the motion. Motion carried.

After discussion, ***Werner moved that the financials be approved as presented. Johnson seconded the motion. Motion carried.*** PMCH will be providing fixed asset adjusting journal entries for the Glenrock building and improvements this year and Douglas building and improvements should be updated next year.

Excess collections in the Special Purpose Excise Tax (one-cent) fund for the Library Projects were distributed to the Library on January 11, 2017. ***Werner moved to direct Director Hissam to establish a new IMMA with Converse County Bank and deposit \$1 million into it from these funds, with the remainder of the SPET fund distribution to be deposited into a new 3-month CD with Converse County Bank. Johnson seconded the motion. Motion carried.*** New accounts to track and pay expenses for the Library Projects have been set up, and PMCH accounting will help ensure transparency and accountability for all transactions. A budget amendment will be necessary to account for this distribution.

Hissam will contact Hal Hutchinson to determine outstanding fees for Hutchinson and to get an update on helical pier certification status. Hutchinson may also be asked to speak at the next Library Board of Trustees meeting.

Douglas Library Warranty Items:

- Second floor roof leaks: WeatherGuard of Gering, NE, roofing contractor, sent three of its employees to examine the roof. It was determined that additional sealant would need to be applied at the solar tubes and gas line roof penetrations. (There are currently six solar tube and two gas line penetrations that leak.) The membrane is intact, but the cold weather has caused some contraction of the sealant, resulting in drips. The work will be performed when we have several days of 40 or above temperatures (spring?).
- Three Daikin technicians from Minnesota were onsite last week over the course of several days to repair HVAC Unit 1. It was functioning properly when they left, but as of January 12, 2017, one week later, the unit was again malfunctioning with a new series of error codes. Ryan Brown, Shelby Long, and Hal Hutchinson have been notified.
- Arrow Electric has completed work on the Quiet Reading Room and installation of the tube lighting at the NW and SW vestibules. Unfortunately, Keith will have to return as several of the light fixtures on the second floor are intermittently 'buzzing' again.
- Hitek Communications completed the installation of seven additional security cameras last week. However, the camera in the Browning-York Reading Room began malfunctioning shortly after and will have to be replaced. In addition, one or two additional cameras will be installed in the Young Adult room to help monitor blind spots. Jeff with Hitek will give us his suggestions.
- West Plains Electrical or Hein Bond should be responsible for 'fixing' the overheating problem in the IT room. What was the BTU load that was designed for? Why was no one contacted about actual equipment to be installed in that room?

Parking Lot Update – contract will be discussed at a future date. Lindmier suggested that 'Ice-Melt' distributed by hand-held fertilizer spreaders should be used to help reduce ice buildup on walkways.

Lindmier moved to direct Director Hissam to purchase two Phillips automatic external defibrillators, one for the Douglas library and one for the Glenrock library. Johnson seconded the motion. Motion carried.

The latest draft of the CCLS Policy and Procedure Manual was reviewed and discussed. After three slight revisions (removing aunt/uncle from immediate family, adding legal ward to immediate family, adding part-time employees to the Wyoming Retirement Pension Plan) and completing the index, **Lindmier moved that the CCLS Policy and Procedure Manual – January 2017 be approved. Baum seconded the motion. Motion carried.**

After discussion and implementation of recent comments, **Baum moved to approve the Library Director Job Description. Werner seconded the motion. Motion carried.**

Hissam suggested that the Library **NOT** be in charge of the business for the Library Foundation, including audits, endowments, and financials. Barber will contact Niobrara Library Director Deb Sturman to see how they handle this.

Ricochet Designs (John Belina) is being contacted to determine when he can attend a work session on marketing/branding for the Library.

A bevel trim kit and possibly “fyre-art” to better finish off the fireplace in the Quiet Reading Room will be ordered by Hissam with a cost of less than \$1,000.

Sergeant Matt Schmitt with the Douglas Police Department discussed why the police department is requesting a swipe key for safer back-door access in emergency situations at the library. The one swipe key would be kept in their ‘med-bag’ which is passed on from officer to officer each shift. (The DPD currently has keys to the schools, hospital, Payne Plaza, Irwin Towers, Fairgrounds, Shopko, Tractor Supply, etc.) A swipe key will be given to the Douglas Police Department when it is made. Sergeant Schmitt also suggested that the security call tree go to the DPD first; currently, Hissam is the first on the call tree, followed by Rusk and then Kofoed. Two officers would respond in cases of security warning, and clear the outside of the building. The DPD may also do drills at night with permission so all officers are familiar with the areas. Additional discussion may occur if issues need to be addressed at a later time.

The Library Director is the sole employee of the Library Board of Trustees. As such, it has no supervisory authority over staff and is only responsible for approving hiring, setting salaries and policies, and resolving employee grievances as outlined in the CCLS Policy and Procedure Manual. Staff should report only to the Director as matter of course.

Trustee Training with Jerry Krois will be held on Thursday, January 19, 2017 from 1:00 to 4:30 pm at the Laramie County Library, Cottonwood Room. A legislative reception will follow at 5:30 pm. Hissam is planning to attend; Johnson and Lindmier may attend.

Discussion on re-envisioning the Glenrock building and staff; Hissam is considering different options and novel approaches to provide better patron service and adherence to established collection policies.

Next meeting: Saturday, February 11, 2017 at 9:00 am at the Douglas Library.

Meeting adjourned at 12:50 pm, January 14, 2017.