

Minutes  
Converse County Library Board of Directors  
Regular Meeting of February 11, 2017

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

Absent: Bob Lindmier

Observer: Douglas Manager Donna Rusk

Guests: Hal Hutchinson, Owner's Rep

Call to Order: President Nelson called the regular meeting of the Converse County Library Board of Directors to order at 9:06 am on Saturday, February 11, 2017 at the Douglas Library.

***Johnson moved to accept the consent agenda. Werner seconded the motion. Motion carried.***  
There is a need to number pages in the packet for easier reference.

John Nelson's comments:

***Werner moved to approve the minutes of the January 14, 2017 meeting. Johnson seconded the motion. Motion carried.***

After discussion, ***Werner moved that the financials be approved as presented. Johnson seconded the motion. Motion carried.*** Fixed Assets will be updated by our accounting firm.

Douglas Library Warranty Items:

- Second floor roof leaks: WeatherGuard was onsite the week of January 15<sup>th</sup> to add additional sealant to the roof penetrations that were improperly sealed. To date, no additional leaks have been noticed.
- As of February 9, 2017 HVAC Unit 1 is still malfunctioning. Shelby Brooks, CK Mechanical, has indicated that a new compressor has been ordered and will be installed once it arrives and a service date established. Given the issues we've been experiencing with HVAC Unit 1 since it came online, Hissam will be asking Shelby to provide the library with a comprehensive list of all parts and work that have been done on the unit for future reference. It is his concern that the unit may be a 'lemon'. (Later in meeting, Hal Hutchinson indicated that the new compressor should arrive on Monday, February 13 and be installed soon after.)
- Arrow Electric was onsite for two and a half days the week of January 29<sup>th</sup> to work on the light fixtures that were 'buzzing'. No additional problems have occurred since. With that being done, Arrow Electric has completed all outstanding 'punch list' items.
- HiTek Communications has successfully repaired the malfunctioning security camera in the Browning-York Collections Room. Jeff also repaired the two faulty card access readers leading to the second floor staff area. He'll also provide an estimate for three additional security cameras for select locations in the Teen Escape.

After discussion, **Werner moved that two signatures be required on all checks for Converse County Bank account 020-004-8. Signature cards will reflect John Nelson, Bob Lindmier, Karen Werner, Denise Johnson and Olive Baum as authorized signers for the account. Johnson seconded the motion. Motion carried.** New signature cards may be required.

Parking Lot Update – Converse County Bank has been asked if they would entertain an offer for Converse County Library to purchase the parking lot just north of our current building. The Bank Board of Directors is to meet next week to discuss.

Special Purpose Excise Tax – County Treasurer Joel Schell has indicated that we may continue to receive SPET revenue. These revenues will be accounted for separately as SPET dollars are restricted use.

Collection Signage – Hissam is researching appropriate signage for shelving endcaps. Tabled until the next meeting – additional quotes will be obtained.

NW and SW Awning Drainage – The large rectangular awnings over the entrances have a downspout hole in the front corner that drains water, freezes, and obstructs the entrance. Hal Hutchinson will look at these area to come up with possible downspout rerouting ideas.

BrandJuice (Ricochet – John Bellina) – Work session with John Bellina and Nate Aswege is scheduled for Wednesday, February 22, from 1 pm to 2:30 pm. They will discuss various phases for our branding/logo/signage/staff education needs.

Glenrock Library Lower Level Completion – Dennis Humphries (Humphries Poli) is working on ideas for the Glenrock Library renovation.

Hal Hutchinson, Owner's Rep, reviewed the background and various potential options to correct the Douglas Library IT room cooling problem and his proposal to manage a solution for the library. This IT cooling problem has been ongoing since August 2016; currently, the door to the IT room is left open and a fan is used to blow in cooler air. Proposed options include an additional cooling unit, a standalone cooling unit on the roof, or a standalone cooling unit east of the building. West Plains Engineering recognizes the problem and has provided recommendations to address the problem, CK Mechanical and Air Innovations have provided partial cost estimates, Clark & Sullivan do not need to be involved except for implications for building warranty, and Hein|Bond is completely out of the picture. After discussion, **Werner moved to accept Hal Hutchinson's not-to-exceed proposal of \$3,000 to identify the preferred solution, arrange for quotes, and coordinate with the Library on installation and payment requests. SPET Funds will be used. Johnson seconded the motion. Motion carried.**

Additional Items – helical pier certifications are complete and have been received.

- HVAC Unit #1 malfunctions include replacing a circuit board, a mother board, compressor, etc.; the 11-month walk-through to be scheduled in July will address this issue if it continues.
- library will need to go through Clark & Sullivan for replacement of landscaping warranty claims; subcontractor is out of business.
- Hein|Bond 100% payment request to be approved by commissioners

- before payment.
- as-built digital files by Hein | Bond will be requested by Hutchinson.
- potential problem with west book drop elevation to be discussed later.

Automated Materials Handling Systems – Lucille Windsor, Bibliotheca 3M, contacted Hissam to say they are phasing out the 3M AMH unit that would match up with our current automatic book return; orders after March 30 would be a Bibliotheca model. This is not a concern at this time; the current 3M book return could be transported to Glenrock and a Bibliotheca system purchased at a later date.

After discussion, ***Baum moved that a quote from Medicine Bow Technologies for a firewall, replacement access points and switches for \$12,010.66 be approved for payment using SPET funds. Werner seconded the motion. Motion carried.*** Current equipment has frequent switch crashes and won't allow computer movement between data ports.

ABM (custodial services) – Paul with ABM observed the current service at the Douglas Library for four days, resulting in two new custodians. Glenrock deficiencies will also be corrected.

Bike Racks for Douglas – After some discussion, this was tabled until the next meeting. Barber provided pictures of several models; need to find a safe location by an entrance for bikes and scooters.

Library Pavers – After discussion, ***Werner moved that the old library pavers currently housed at Road and Bridge and boxes of rock sheets that weren't able to be used on the book nooks be advertised for sale in the newspaper, on Facebook, and at the library. Johnson seconded the motion. Motion carried.*** Bids will be reviewed and awarded at the April Board meeting.

Preparation for Summer Eclipse – Both Glenrock and Douglas libraries have speakers planned for before the eclipse; the summer reading program will be focused on the eclipse, including a logo contest. The libraries will have full staff working on that Monday, August 21 to cover the expected increase in patrons.

Personal Appearance Policy – After some discussion, this was tabled until the next meeting and after our work session with BrandJuice to get ideas on dress codes and uniforms. Often, dress code policies are not enforced. Key cards with names and photos will be ordered from HiTek next week for all staff. An additional dress code training session for staff may be held.

- Additional Items – Laptop checkout (15 are available) will be encouraged.
- Library Foundation meeting scheduled for March 4, 2017 at 10 am.
  - Work session with Converse County Commissioners scheduled for March 8, 2017 at 1:30 pm.
  - Work will begin on the 2017/2018 budget at the next meeting.

Next meeting: Wednesday, March 22, 2017 at 3:30 pm at the Douglas Library.

Meeting adjourned at 12:35 pm, February 11, 2017.