

Minutes  
Converse County Library Board of Directors  
Regular Meeting of March 22, 2017

Present: Board members John Nelson (after 3 pm), Denise Johnson, Olive Baum (until 4:30 pm), Karen Werner; Director Kirk Hissam; ex-officio member Scott Barber

Absent: Bob Lindmier

Observer: Douglas Manager Donna Rusk

Guests: Hal Hutchinson, Owner's Rep

Call to Order: Secretary/Treasurer Werner called the regular meeting of the Converse County Library Board of Directors to order at 1:30 pm on Wednesday, March 22, 2017 at the Douglas Library.

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

Donna Rusk provided information on the many Douglas Library programs and activities, and information on statistics including patron counts, monthly usage including meeting rooms, copier, printer, wireless usage, and future programs and activity calendars. Through February, a total of 738 library cards have been issued in Douglas since the new library opened.

After discussion, ***Johnson moved to approve the minutes of the February 11, 2017 meeting. Baum seconded the motion. Motion carried.***

After discussion, ***Johnson moved that the financials be approved as presented. Baum seconded the motion. Motion carried.*** The SPET CD will automatically renew on April 24. Joel Schell will be invited to the next meeting to discuss investment strategies.

After discussion, ***Johnson moved to approve final payment to Clark and Sullivan Construction Services, as recommended by Hal Hutchinson, in the amount of \$40,061.45, to be paid using SPET funds. Baum seconded the motion. Motion carried.*** Hal Hutchinson indicated that this includes \$2,714.98 (in favor of Clarke and Sullivan Construction) from an earlier accounting error. This money was the retainage withheld for the helical pier certification and for the now-installed accent lighting above the Library entrances.

After discussion, ***Baum moved to approve final payment to Hein|Bond Architects, as recommended by Hal Hutchinson, in the amount of \$6,564.49, to be paid using SPET funds. Johnson seconded the motion. Motion carried.***

Douglas Library Updates:

- Medicine Bow Technologies has completed installation and configuration of four new Cisco wireless access points, one firewall, and three switches, per contract. Mark continues to coordinate with NordicSound and HiTek Communications for some minor issues that are

affecting remote access and use of A/V systems. Unfortunately, they've also found some additional Fortinet equipment used for access to the mobile display cart and document camera that may need to be replaced. They continue to seek a resolution that doesn't require new equipment. Updates are forthcoming. (Mark stopped in to say he thought he had it fixed.)

- CK Mechanical was onsite to replace the faulty compressor in HVAC Unit 1 last week and should return 3/22/2017 to begin testing the unit for functionality. (Did not show up on 3/22/2017). Another CK Mechanical technician was onsite to replace the interior filters for the Douglas library, per contract. He will return in May to clean the coils. While he was replacing the interior filters he noted four locations where the filters were inaccessible due to lighting fixtures installed after HVAC ductwork completion. A technician will be onsite this week to look at the areas and possible retrofits. There is the possibility that this work will not be covered by the building warranty. Hal Hutchinson has been requested to look into this. Hutchinson also suggested that the Library needs to be adequately trained on the system when the thermostatic controls are optimized.
- The Douglas library has continued to experience problems with some of the electronic door access systems malfunctioning. To date, Jeff, with HiTek, has been able to resolve the issues as they arise.
- No additional roof leaks/drips have occurred at the points of gas line penetrations and solar tube penetrations!
- Tamara Lehner has requested, and been granted, a lateral transfer to Glenrock to fill the Circulation Clerk position. Douglas library closed the application period for a Circulation Clerk to replace her on March 17; 38 applications were received.
- Hal Hutchinson noted that the long-awaited helical pier certification documentation was received in February. A Release of Lien form should be obtained from IDEAL/Flattop (helical pier subcontractor) after Clark and Sullivan forwards payment to IDEAL/Flattop.
- Hal Hutchinson provided a solution from Hein|Bond to address the drainage and icing issues at the northwest and southwest entry canopies. This would involve plugging the current drain hole and routing the water towards the building-side of the canopies then draining to a planter. However, the drain hole on the southwest canopy is on the west side, away from any planter, which would involve unsightly downspouts in order to route the water to the east. In addition: would plugging the current drain hole in the canopies cause a freezing problem in the metal canopies, or can the angle of the canopies be adjusted slightly so they will drain correctly?
- Hal Hutchinson indicated that he is expecting additional quotes for three different options from additional vendors to fix the inadequate cooling capacity of the IT room. After discussion, **Werner moved to approve a turnkey "fix", recommended by Hal Hutchinson, and not to exceed \$14,541. Baum seconded the motion. Motion carried.** This work should be completed as soon as possible, by the middle or end of April; temperatures are already rising in the IT room.
- Discussed 'decorating' Rocky Mountain Power switch gear and transformer boxes; this will be tabled and may be part of the branding exercise.
- An art hanging system was briefly discussed; need to decide where to install and what kind of system is required. This was tabled until the next meeting.

The first draft of the FY 2018 Budget was discussed and completed. After more discussion and modifications, the final draft will be approved at the next meeting. A budget amendment for FY 2017 will be completed by the end of this fiscal year (June 2017).

After discussion, ***Johnson moved that collection shelving end-cap signage be ordered from DEMCO in the amount of \$17,088.53, to be paid using SPET funds. Baum seconded the motion. Motion carried.***

After discussion, ***Baum moved that a circular drum wayfinding sign be ordered from DGS in the amount of \$1,131.84, to be paid using SPET funds. Johnson seconded the motion. Motion carried.***

After discussion, ***Baum moved that three additional security cameras for the teen area be ordered from HiTek in the amount of \$2,941.00, to be paid using SPET funds. Johnson seconded the motion. Motion carried.***

Ricochet Ideas – A marketing and branding proposal from Ricochet was reviewed; John Bellina is no longer with BrandJuice; a video conference with John has been set up for Tuesday, March 28 at 9 am. This proposal will help the library with its vision, strategic planning and goals, and help define who we are and how we can serve the community better.

Glenrock Library Updates:

- Hal Hutchinson provided updates; the “birdbath” in the colored concrete area of the plaza between the new library and the meeting hall is in the process of being repaired.
- Hal Hutchinson will contact Sampson to address an errant elevator call light.
- Hal Hutchinson will contact Sampson to obtain a soils report.
- Dennis Humphries and Mary Gulash will be contacted for input on Glenrock meeting hall echo mitigation as part of the Glenrock project.

Assistant Library Director – After discussion, ***Baum moved that Converse County Library System create and fill the new position of Assistant Library Director and delete the current Library Manager positions when the position has been filled. Johnson seconded the motion. Motion carried.*** This position announcement and job description have been written.

Douglas Library Stanley Door Warranty Expiration – Stanley provided two quotes for extending servicing on the entrance doors; approximately \$800 per year for a biannual planned maintenance program and safety certificate or approximately \$2,300 per year for a more comprehensive program to include all parts and labor, biannual inspection and safety certification; the doors are new so the \$800 per year option was chosen for the budget.

Bike Racks for Douglas – After discussion and a ‘field trip’ to review locations, it was suggested to concrete the landscaping area along the building just west of the northwest entrance and install suitable bike/scooter racks. This was tabled until the next meeting when landscaping information and costs will be available.

Defibrillator Training – After discussion, it was requested that Library staff be trained on the use of our new defibrillators; Hissam will discuss with Rebekah Rivera, who programmed the systems, and possibly find a demo video on how-to-use for training at the next staff meeting.

Personal Appearance Policy – Discussed including examples of inappropriate business attire in the Personal Appearance section of the CCLS Policy and Procedure Manual. Hissam will address this issue with staff at the monthly staff meeting on March 24, 2017.

Solar Eclipse - Both Douglas and Glenrock libraries plan to be open with full staff during the eclipse on Monday, August 21, 2017.

As-built Drawings - Hissam will talk with Lucile Taylor about an alternate location for as-built drawings for the Douglas library.

Parking Lot – Tom Saunders, CCBank, may be invited to our next meeting to discuss the parking lot agreement; a new contract is needed.

The Douglas Police Department is first on the call tree if a security alarm sounds. Night drills for the DPD will not be allowed.

Hissam will contact Hal Hutchinson about the gas meter shed.

A variance in cost per therm for gas (heat) for the Glenrock new library and meeting hall was noted. This will be discussed at the next meeting when more information is available.

Next meeting: Wednesday, April 19, 2017 at 1:30 pm at the Douglas Library.

Meeting adjourned at 7:30 pm, March 22, 2017.