

Minutes
Converse County Library Board of Directors
Regular Meeting of April 19, 2017

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

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 1:34 pm on Wednesday, April 19, 2017 at the Douglas Library.

After discussion, ***Werner moved to accept the consent agenda with additions. Johnson seconded the motion. Motion carried.***

Donna Rusk presented a proposal for a possible sleepover/lock-in event to be held at the Douglas library in early June. The Board preferred the shorter, non-overnight option; had questions on the number of kids and the number of chaperones for the event, the permission slip to be used, and suggested it could be an event after the summer reading program. After discussion, this was tabled until the next meeting so more information could be obtained.

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. A request for an end-of-year summary of meeting room usage was made.

After discussion, ***Johnson moved to approve the minutes of the March 22, 2017 meeting. Werner seconded the motion. Motion carried.***

After discussion, ***Werner moved that the financials be approved as presented. Johnson seconded the motion. Motion carried.*** The '% of Budget' column needs to be included on the Profit & Loss sheets in future months. Nelson will invite Joel Schell to the May meeting to discuss investment strategies. The PMCH management report for the 2016 audit was available. A written credit card policy needs to be drafted.

After discussion, ***Baum moved to submit the FY 2018 budget as presented, per Commissioner request. Johnson seconded the motion. Motion carried.*** Heath care premiums and deductibles have increased. Possible bonuses for staff may be addressed at the meeting in November.

Douglas Library Updates:

- Hutchinson reported that Hein|Bond is preparing information, including sidewalk trench drain options, to address the drainage and icing issues identified at the northwest and southwest entry canopies.

- Hutchinson discussed the latest issues with HVAC 1, and will request CK Mechanical provide a detailed list of everything that has been done to the equipment, items removed or replaced. HVAC 1 is a concern for reliability. A Long technician worked on the system again Tuesday, April 18, after power drops on Monday resulted in error messages that were in error. The library needs to be adequately trained on the system once it works correctly; a request was made that the technician from Denver perform the training.
- Hutchinson indicated that Air Innovations will install equipment to improve the IT Room cooling beginning Wednesday, April 26 with a pre-construction coordination meeting to be held at 9 am.
- Hutchinson indicated that Hein | Bond is to look at the sticking alley door, and Hutchinson may try filing the door. A possible solution is to paint the door a lighter color; this door did not stick late last summer, however, so possibly it is not completely true.
- Hutchinson has been in contact with CK Mechanical about the inaccessible HVAC filters; there was conflict over who should pay for the fix: Hein | Bond, Clark & Sullivan, CK Mechanical. It was agreed that the owner should not have to pay.
- A private office will be needed for the Assistant Library Director; Wyoming Office Products took measurements last week and will present suggestions and recommendations for a moveable wall installation; they estimated approximately six weeks for delivery.
- Art hanging system – what kind and where to install – was tabled until later.
- MedicineBowTech will meet with Hissam on April 27 to discuss systems backup, disaster and recovery (BDR) solutions.
- An extended service agreement with CDWG (computing needs) was purchased for one year.
- Hissam will contact Ryan Brown with Clark & Sullivan about landscape warranty issues before having the irrigation system turned on.
- Discussion on having the Douglas Police Department report to the library twice a year on issues they might have noticed. No action taken.
- American Legion has requested that a flagpole be installed at the Glenrock library. Nelson has discussed this with Bob Smith; project would require a 20 foot pole, all weather flag, night-day illumination, electric hookup and ongoing costs, etc. American Legion has offered to do the raising and lowering of the flag. A compromise was suggested to purchase two flags, one for each of the entryways of the two buildings, that could be moved inside as needed for special meetings. Mr. Smith may attend a future meeting.

Glenrock Library Updates:

- Hutchinson indicated that the ‘birdbath’ repairs to the colored concrete area of the plaza between the meeting hall and new library are complete and appear to be acceptable. A \$5,000 retainage is expected to be invoiced by Sampson now that repairs are completed.
- An errant elevator light “call in progress” will be addressed by Kone elevator people on their next trip. The motherboard was replaced; now possibly a circuit to the motherboard?
- The geotechnical investigation report has been requested from IME.
- The ADA button to the meeting hall door is not working.
- The Glenrock Library completion project has been on hold for a month but will resume in May. Meeting hall echo mitigation should be part of this project; Humphries/Gulash to be contacted.

After discussion, **Werner moved that the disposal of library assets be approved for the successful bidders for the construction materials recently offered. Johnson seconded the motion. Motion**

carried. Donald York was awarded the pavers for \$500 and Charles Fodness was awarded the rock sheets for \$140.

Tamara Lehner, circulation clerk, transferred to the Glenrock Library effective 4/10/2017. Marly Borup, part-time circulation clerk, accepted a full time position at the Douglas Library effective 4/10/2017. Devon Grey accepted a part-time circulation clerk position at the Douglas Library effective 4/10/2017.

After discussion, **Werner moved that Donna Rusk be allowed to exceed the 200 hour maximum for banked vacation time through August 2017. Baum seconded the motion. Motion carried.**

An evaluation form for the Library Director was reviewed; Hissam should forward his portion of the form to the Board by the end of May so the evaluation can be completed at the June meeting.

Discussion on alternate locations for as-built drawings for the Douglas Library; if they should be printed and stored in the library archive room, Artie Schubert's office, the county vault, etc. A suggestion was made to have one copy printed at Atlas in Casper and store in the library archive room. No action was taken.

The parking lot contract with Converse County Bank was tabled until the next meeting.

The Ricochet marketing and branding proposal was tabled until the next meeting.

Applications are coming in for the Assistant Library Director position. This is to close on April 28 or when the position is filled. A member of the Board should be included in the interviewing/hiring process; it was suggested that Johnson fill this role.

After discussion, **Baum moved that one stainless steel spiral bike rack be ordered for Douglas Library, with the final location to be determined at a later time. Werner seconded the motion. Motion carried.** Cost would be under \$1,000. Tom Saunders at Converse County Bank indicated that they have no issue with us putting in a parking area for bikes, scooters and motorcycles.

After discussion, **Werner moved that the Personal Appearance policy section of the employee policy manual be updated as agreed upon. Baum seconded the motion. Motion carried.**

After discussion, **Baum moved that Donna Rusk be appointed Interim Director in Director Hissam's absence. Johnson seconded the motion. Motion carried.**

Succession planning will be tackled at a later meeting.

Next meeting: Friday, May 12, 2017 at 1:00 pm at the Douglas Library.

Baum moved/Werner seconded that the Board go into executive session at 5:58 pm.

Johnson moved/Baum seconded that the Board return to regular session at 6:15 pm.

Meeting adjourned at 6:16 pm, April 19, 2017.