

Minutes
Converse County Library Board of Directors
Regular Meeting of May 12, 2017

Present: Board members John Nelson, Denise Johnson, Olive Baum (after 3:00 pm); Bob Lindmier (after 3:00 pm); Karen Werner (until 6:00 pm); Director Kirk Hissam ; ex-officio member Scott Barber

Absent: ---

Observer: Douglas Manager Donna Rusk

Guests: Joel Schell, 1:30 pm; John Bellina, 4:00 pm

Call to Order: President Nelson called the regular meeting of the Converse County Library Board of Directors to order at 1:00 pm on Friday, May 12, 2017 at the Douglas Library.

After discussion, ***Johnson moved to accept the consent agenda with additions (credit card policy, as-built drawings). Werner seconded the motion. Motion carried.***

After discussion, ***Werner moved to approve the minutes of the April 19, 2017 meeting. Johnson seconded the motion. Motion carried.***

After discussion, ***Johnson moved that the financials be approved as presented. Werner seconded the motion. Motion carried.*** Additional line items (6801 Principal – Leases and 6802 Interest – Leases) were added by the auditors to manage equity/debt for the copiers. ***Johnson moved to approve final payment of retainage withheld from Sampson Construction for Glenrock Library project closeout as recommended by Hal Hutchinson in the amount of \$5,000.00 using SPET funds. Werner seconded the motion. Motion carried.*** Current credit card policy was reviewed.

Douglas Library Updates:

- Air Innovations has satisfactorily completed work on installation of Daikin secondary cooling unit for the IT room. Warranty is in effect until 4/27/2018.
- CK Mechanical retrofit of inaccessible interior HVAC filters has yet to proceed. Hal Hutchinson will provide updates as they become available.
- HVAC 1 – during conversations between Hal Hutchinson, Kirk Hissam and Air Innovations, a brief history of HVAC 1 was discussed: HVAC 1 was manufactured by Daikin and the unit was then purchased by a company called Schwab, Vollhaber, Lubratt (SVL) and modified to include boiler units. Long purchased the unit from SVL after modifications and then sold it to CK Mechanical. When CK Mechanical installed the unit, it was found to have a leak. A former CK Mechanical employee who now works for Air Innovations spent much of the month of May 2016 troubleshooting the leak and then left for employment with Air Innovations. Subsequently, CK Mechanical has contacted Long on several occasions about ongoing problems with the unit and has had to reimburse Long for expenses related to their efforts. Hal Hutchinson will continue to ask CK Mechanical for a list of all work done on HVAC 1, but may have less than promising results.

- HiTek Communications has installed three additional cameras in the Young Adult room. Some additional work will be needed to enable footage recording per contract.
- Arrow Electric has determined that two of the exterior light sconces have a bad seal and are in the process of replacing them. Ryan Brown (Clark & Sullivan) is aware of the issue and coordinated the work under the terms of our warranty agreement with Clark & Sullivan.
- Joe DeMarce activated the Douglas library irrigation system 5/8/2017 and found a leak at the NW corner of the building. Ryan Brown was notified and recommended turning off the system until Jack Appleby is able to determine if the problem is covered as a warranty item during his scheduled visit on May 30, 2017. At that time Jack will also review landscape site and plant materials for warranty replacement.
- Hal Hutchinson, Owner's Rep, provided a status/progress update report for Douglas Library that included information on Hein|Bond's proposal to mitigate drainage and icing issues at the northwest and southwest entry canopies and west side roof drainage areas; that CK Mechanical will require an additional fee for temperature regulation training; the sticking door issue on the alley side of the library; HVAC filter maintenance location inaccessibility; and that Croell Concrete will provide an additional one year warranty, until August 2018, for Douglas Library asphalt paving work due to a number of marginally low testing results for asphalt density.

Glenrock Library Updates:

- Joe DeMarce also found a leak at the Glenrock library when reactivating the irrigation system. The leak is located at the NW corner of the new library. He later determined that the cause of the leak was two areas where the pvc pipe broke at elbows. This pipe will be replaced with non-pvc plastic pipe.
- Hal Hutchinson, Owner's Rep, provided a status/progress update report for Glenrock Library that included information on a new ADA push button for entering the Meeting Hall building; an errant elevator call light that will be addressed by Kone when they make their Wyoming maintenance rounds; and Library Board plans to install US flags in the entrances to the Glenrock Library and the Meeting Hall.

Joel Schell, Converse County Treasurer, spoke with the Board about investment strategies, sample portfolios, and the need to re-examine a portfolio regularly. He suggested that the Library Director and Board Treasurer, with Board approval, invest SPET funds following recommended guidelines and with consideration to Board financial objectives.

The Draft Parking Lot Lease Agreement with Converse County Bank was reviewed with minor changes indicated. Werner will email the County Commissioners to determine timing for the county to assign the lease to the Library Board of Directors for further action.

After discussion, **Johnson moved to order nine additional wayfinding circular hanging signs per R Design (Craig Rouse) specifications for a cost not to exceed \$11,000. Baum seconded the motion. Motion carried.** In addition, **Johnson moved to order interior vinyl signs per revised R Design specifications from Harmonic Media for a cost not to exceed \$1,500. Baum seconded the motion. Motion carried.** SPET funds will be used for these purchases. (It was later decided to halt all additional signage purchases until our work with Ricochet Ideas is complete.)

John Bellina, Ricochet Ideas, spoke with the Board about Marketing/Branding/Strategic Planning for the library. After discussion, **Lindmier moved to conditionally accept Ricochet Ideas' contract for**

Phases I and II after it was written to show a revised timeline, dates and coordinated tie-in with Humphries/Poli Architects work. Baum seconded the motion. Motion carried. Bellina will contact Humphries and get a new schedule/contract together; the library will need to appoint a committee for this project.

After discussion, **Lindmier moved to approve a contract with Medicine Bow Technologies for offsite data backup and disaster recovery for \$150/month. Johnson seconded the motion. Motion carried.** This has been complimentary until now, but has been mandated by the auditors.

Discussion of an art hanging system for the Douglas Library was tabled until the next meeting.

After discussion, **Lindmier moved to purchase two spot carpet cleaners for the libraries for a cost of \$1,549 from Cowboy Supply House. Baum seconded the motion. Motion carried.** SPET funds will be used for this purchase.

A total of 20 applications were received for the Assistant Library Director position, and seven interviews were completed this past week. The interview process for the Assistant Library Director will continue next week with further interviewing of three candidates from those seven.

Discussion of office space usage was tabled until the next meeting.

Several staff members from Douglas and Glenrock will attend the American Library Association Annual Conference in Chicago in June. An estimate of costs including registration, airfare, lodging, meals, etc. was presented.

Discussion of the StoryCorps project was tabled until the next meeting.

Discussion of the Library's participation in Relay For Life in July was tabled until the next meeting.

Next meeting: Wednesday, June 14, 2017 at 1:30 pm at the Douglas Library.

Meeting adjourned at 7:30 pm, May 12, 2017.