

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

Present: Board members John Nelson, President; Bob Lindmier, Vice President;
Karen Werner, Secretary/Treasurer; Denise Johnson, member;
Laurie Boyson, member; Director Kirk Hissam ; ex-officio member Scott Barber

Absent: ---

Observer: Assistant Library Director Cindy Moore

Guests: Hal Hutchinson: 2:00 pm

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, July 19, 2017 at the Douglas Library.

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

After discussion, ***Boyson moved to approve the minutes of the June 14, 2017 meeting. Lindmier seconded the motion. Motion carried.***

After discussion, ***Werner moved that the financials be approved as presented. Johnson seconded the motion. Motion carried.*** Discussion included status of the Glenrock bank account with Hilltop Banking. The check register was approved and signed after an explanation for a missing voided check. A requirement for two signature authorizations for all IMMA accounts (SPET and operating) will be discussed at the next meeting.

New board officers were elected for the 2017/2018 year; Laurie Boyson, President; Denise Johnson, Vice President; Karen Werner, Secretary/Treasurer. New officers will need to sign new signature cards for the banks.

Building Updates by Hal Hutchinson

Glenrock Library Updates:

- errant elevator call light issue has been resolved by Kone.

Douglas Library Updates:

- Kone still needs to repair interior lights on elevator.
- Hutchinson briefly reported on the 11-month walk-through that was done at the Douglas Library earlier that day. Ryan Browne with Clark & Sullivan, Randy Hein, and West Plains Engineering attended, along with Hissam and several Board members. Hein will be putting together a punch list.
- Hutchinson again requested maintenance records on HVAC unit #1.
- IT room is being cooled properly.
- Ryan Browne reviewed plantings and the need to replace approximately 176 plants per the CEPI audit in May; Hutchinson mentioned that the City of Douglas accepted the landscaping plan with the caveat that stated plants must continue to be in the landscape.

- the building was generally okay; filter conflicts with lighting fixtures will probably be taken care of by Clark & Sullivan.
- the membrane on the roof has at least a 10 year warranty on the membrane. Hutchinson stated that the City of Casper has used this type of membrane on numerous buildings with good success; he will look into if materials and labor would be covered in the warranty.
- Hutchinson will contact Hein again about the entryway canopy and building drainage concerns to obtain plans suitable for putting out to bid for repairs.

Hutchinson's contract as owner's representative for the library projects is nearly complete. He will draw up a document for his possible continued services on an hourly basis.

After much discussion, ***Lindmier moved that one black and white copy of 85 construction as-builts for the Douglas Library be obtained from Atlas Reproductions and placed in the library vault. Boyson seconded the motion. Motion carried.***

After discussion, ***Lindmier moved that the FY 2017 Budget Amendment prepared by Hissam be approved. Werner seconded the motion. Motion carried.***

After discussion, ***Johnson moved that the FY 18 Budget Resolution prepared by Werner be approved. Boyson seconded the motion. Motion carried.***

After discussion, ***Johnson moved that the draft revised Parking Lot Agreement with Converse County Bank be approved. Lindmier seconded the motion. Motion carried.*** Hissam will contact Tom Saunders at Converse County Bank to present our revised agreement.

Medium and long range investments for SPET funds were discussed. Hissam will send MBS (Multi-Bank Securities, Inc. – recommended by Converse County Treasurer Joel Schell) a copy of our investment plan, and Werner will contact Chas Kipp to discuss options.

Next meeting: Wednesday, August 16, 2017 at 1:30 pm at the Douglas Library. September's board meeting is planned for Tuesday, September 19, 2017 at 3:30 pm at the Douglas Library.

Meeting adjourned at 4:28 pm, July 19, 2017.