

Minutes  
Converse County Library Board of Directors  
Regular Meeting of August 16, 2017

Present: Board Members: Denise Johnson, Vice President; Karen Werner, Secretary/Treasurer; John Nelson, Member; Bob Lindmier, Member  
Library Director Kirk Hissam ; Scott Barber, Ex-Officio Member

Absent: Laurie Boyson, President

Observer: Assistant Library Director Cindy Moore

Guests: None

Call to Order: Vice President Johnson called the regular meeting of the Converse County Library Board of Directors to order at 1:03 pm on Wednesday, August 16, 2017 at the Douglas Library.

After discussion, *Werner moved to accept the consent agenda with the addition of agenda item – ABM contract review. Nelson seconded the motion. Motion carried.*

After discussion, *Nelson moved to approve the minutes of the July 19, 2017 meeting. Lindmier seconded the motion. Motion carried.*

After discussion, *Werner moved that the financials be approved as presented. Nelson seconded the motion. Motion carried.* The check register was approved and signed.

After discussion, *Werner moved that the libraries be closed to the public on August 21 during the eclipse. Lindmier seconded the motion. Motion carried.* Staff can take vacation or use it as a work day at the library.

Discussion of current Ricochet Ideas marketing/branding project; the next stakeholders meeting will be August 30 from 12:00 pm to 3:00 pm at the Douglas library.

Update on SPET investments; Peaks Investment Management has suggested a 2, 3, 4 and 5 year maturities ladder for agency bonds and CD's.

Assistant Library Director Cindy Moore discussed plans for upgrading children's programming at the libraries with the intention of building pre-school skills. Planned story times will develop important skills before kindergarten, and will include stories, songs, finger play, crafts, etc. The goal is to start in September, including approved lesson plans, multiple events per week, and STEM bags for children. Children need these fundamental skills early to be able to succeed in school.

Tom Saunders has approved our draft revised Parking Lot Agreement with Converse County Bank, and it is now in effect.

An Inspection Agreement with Stanley Access Technologies was signed August 1, 2017 for inspection of the Stanley automatic doors. Numerous problems have been reported to Clark and Sullivan. An

inspection of the doors will be scheduled for late August or early September. If the inspection determines that the problems are mechanical failures or defective equipment, Clark and Sullivan will consider them warranty items. Normal wear and tear will not be considered a warranty item.

Library staffing update: Kelly Easton, part-time circulation clerk.

Reviewed ABM janitorial contract. Services at the Glenrock Library continue to be inadequate. If they do not improve, then rebidding the contract may be necessary.

Board reviewed monthly Library Statistics compiled by Moore for FY 2017 for Douglas Library. Glenrock Library will be providing information in the future.

Next meeting: Tuesday, September 19, 2017 at 3:30 pm at the Douglas Library.

Meeting adjourned at 2:56 pm, August 16, 2017.