

Minutes  
Converse County Library Board of Directors  
Regular Meeting of January 23, 2018

Present: Board Members: Denise Johnson, Vice President; Karen Werner, Secretary/  
Treasurer; John Nelson, Member; Library Director Kirk Hissam

Absent: Bob Lindmier, Member; Vickie Goodwin, Member

Observer: Cindy Moore

Guests: ---

Call to Order: Vice President Johnson called the regular meeting of the Converse County Library Board of Directors to order at 10:00 am on Tuesday, January 23, 2018 at the Douglas Library.

After review, ***Nelson moved to approve the consent agenda as amended (removing discussion on Glenrock Project Architect's Contract and adding Air Innovations Proposal and FY 2019 Budget). Werner seconded the motion. Motion carried.***

After discussion, ***Nelson moved to approve the minutes of the December 19, 2017 meeting. Werner seconded the motion. Motion carried.*** (Note: actual meeting time for this meeting changed from 1:00 pm to 10:00 am.)

After discussion, ***Nelson moved that the financials be approved as presented. Werner seconded the motion. Motion carried.*** The check register was approved and signed after noting that the non-sequential check numbers from last month were rectified this month. Voided checks were noted.

Boyson resigned from the Board effective January 1, 2018. ***Nelson moved that Goodwin be nominated to complete Boyson's term of Board President. Werner seconded the motion. Motion carried.*** Banking signature cards with Converse County Bank and Hilltop National Bank will be updated to remove Boyson and add Goodwin as an authorized signer. Current signers for all accounts also include Johnson and Werner.

After discussion, ***Werner moved that the proposed revision to the 'Library Board of Directors By-Laws, Article III. MEMBERSHIP, Section 4. Ex-Officio Members of the Library Board' is accepted. Nelson seconded the motion. Motion carried.*** Director Hissam will contact Scott Barber to thank him for his past service as an ex-officio member.

After discussion, ***Nelson moved that a new comprehensive Stanley Door Agreement for the Douglas Library be accepted as proposed, at an annual cost of \$1,544.65, to include parts and labor. Werner seconded the motion. Motion carried.*** Johnson signed the agreement. Hissam will ascertain that this annual cost will continue for the five year period of the agreement.

After discussion, ***Nelson moved that the Medicine Bow Technologies Contract be renewed at a lower monthly fee of \$3,663. Werner seconded the motion. Motion carried.*** Johnson signed the

agreement. The lower cost is due to fewer managed devices, and the library will also receive a refund for overcharges for the past year.

Cell phones for the Director and Assistant Director have been purchased at a government discount, with month-to-month service charges, in order to separate personal devices from work related information.

Discussion on marketing and branding has been postponed until the next meeting to gather potential costs and to allow the entire Board to participate. Pantone 1795 C was determined to be the correct color of red.

After discussion, ***Nelson moved that Converse County Library Board accept the Resolution presented by Converse County Bank which authorizes the pledging of securities sufficient to secure deposits. Werner seconded the motion. Motion carried.*** Johnson signed the resolution.

After discussion, ***Werner moved that a proposal by Air Innovations for repairing the Glenrock HVAC system at a cost of \$6,452 be approved. Nelson seconded the motion. Motion carried.*** A new 'Smart IV central controller' will be installed to allow communication between the HVAC system and old model thermostats, and to allow remote log-in and diagnostics.

FY 2019 Budget forms were distributed; the first budget discussion will be at the next Board meeting.

Moved to Executive Session - Personnel at 11:52 am.

Returned from Executive Session – Personnel at 12:46 pm.

A short discussion on Board duties and responsibilities will be held at the next meeting.

Next meeting: Tuesday, February 20, 2018 at 10:00 am at the Douglas Library.

Meeting adjourned at 12:47 pm, January 23, 2018.