

Minutes
Converse County Library Board of Directors
Regular Meeting of February 20, 2018

Present: Board Members: Vickie Goodwin, President; Denise Johnson, Vice President; Karen Werner, Secretary/Treasurer; Bob Lindmier, Member; John Nelson, Member; Library Director Cindy Moore

Absent: ---

Observer: Jes Renz, Business Manager

Guests: Hal Hutchinson

Call to Order: President Goodwin called the regular meeting of the Converse County Library Board of Directors to order at 12:30 pm on Tuesday, February 20, 2018 at the Douglas Library.

After review, ***Nelson moved to approve the consent agenda as amended (correcting dates of previous meetings, adding Hal Hutchinson to the agenda). Lindmier seconded the motion. Motion carried.***

After discussion, ***Lindmier moved to approve the minutes of the January 23, 2018 meeting. Nelson seconded the motion. Motion carried.*** (Note: actual meeting time for this meeting changed from 10:00 am to 12:30 pm.) After discussion, ***Lindmier moved to approve the minutes of the January 29, 2018 special meeting. Nelson seconded the motion. Motion carried.***

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

Werner moved that the Board accept Kirk Hissam's updated resignation as Library Director with a final work date of February 15, 2018. Johnson seconded the motion. Motion carried. Johnson moved that Cindy Moore be promoted to Library Director effective February 16, 2018. Lindmier seconded the motion. Motion carried.

Moore provided an update on library staffing; current openings include Assistant Director, Children's Librarian, and Circulation Clerk. These positions are accepting applications at this time.

After discussion, ***Nelson moved that all Board members be given signatory responsibilities if they agree to this responsibility. Johnson seconded the motion. Motion carried.*** Banking signature cards with Converse County Bank and Hilltop National Bank will be updated to include Vickie Goodwin, President; Denise Johnson, Vice President; Karen Werner, Secretary/Treasurer; John Nelson, Member.

After discussion, ***Nelson moved that the Library place an ad in the Douglas Budget Progress Report and Energy Edition. Werner seconded the motion. Motion carried.*** Moore and Renz will contact the newspaper and determine size and content.

Moore and Renz provided an update on the Stanley doors; these doors were not meant to be installed in extreme cold and windy conditions and we've been notified that we may need to go to other doors. The southwest exterior door was not working, large glass sections were trying to fall out, and several door pieces were lost; Stanley personnel were called under our new contract and were able to tighten up the fittings and make repairs. Hal Hutchinson will talk to Randy Hein, library architect, about this problem.

After discussion, ***Lindmier moved that Hal Hutchinson's January 23, 2018 Construction Manager/Owner's Representative Services Proposal be accepted. Werner seconded the motion. Motion carried.***

Hal Hutchinson updated the Board on several projects. He will talk to Humphries/Poli architects about their contract for the proposed Glenrock Library Basement completion. In addition, Hal noted that the canopies above the entrances are level, and he will be getting with contractors on February 28 to help resolve the drainage/freezing problem in those areas, by plugging the front hole, cutting a new hole in the canopy nearer the building, and routing drainage through/under the concrete. Hal also indicated that Randy Hein had earlier agreed to help with an additional drainage problem on the west side of the building at the 'lamb's tongue'. Hal reported that CK Mechanical has blinded the old and added several new HVAC filter locations so they are now accessible; the Glenrock elevator alarm light has been fixed; and Hal will contact WeatherCraft about our continuing roof leaks. Air Innovations has reported that the humidifier for the archive room has never been hooked up; Clark/Sullivan was contacted about the issue but they have refused to follow up. In addition, one HVAC unit has a glycol leak.

The 2018/2019 budget discussion was begun; additional discussions will be held the following two months at the board meetings.

Moore reported that the postage meter has failed and a new one is needed; Moore and Jes are looking into a new credit card usage option; a new website is needed and estimates and ideas are being received.

After discussion, ***Johnson moved that the purchase of five used modular desk units at a cost of \$250 each be approved for the Glenrock Library. Nelson seconded the motion. Motion carried.*** They will be delivered to the Glenrock Meeting Hall on Friday, February 23.

Moved to Executive Session - Personnel at 4:05 pm.

Returned from Executive Session – Personnel at 4:34 pm.

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

Meeting adjourned at 4:35 pm, February 20, 2018.