

Minutes  
Converse County Library Board of Directors  
Regular Meeting of March 29, 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: ---

Guests: Dennis Humphries & Caitlin Bullock, Humphries|Poli; Hal Hutchinson; Mike Nelms

Call to Order: President Goodwin called the regular meeting of the Converse County Library Board of Directors to order at 11:05 am on Thursday, March 29, 2018 at the Douglas Library.

After review, **Johnson moved to approve the consent agenda. Nelson seconded the motion. Motion carried.** The Board requested that pages in the packet be numbered.

After discussion, **Nelson moved to approve the minutes of the February 20, 2018 meeting. Johnson seconded the motion. Motion carried.** (Note: actual meeting date/time for this meeting was changed from March 20 at 10:00 am to March 29 at 11:00 am.)

After discussion, **Johnson moved that the financials be approved as presented. Lindmier seconded the motion. Motion carried.** The check register was approved and signed and voided checks were noted. Moore will ask PMCH to define 19000 – Deferred Outflows. A complete list of current contract information will be presented at the next meeting.

Board members signed signature cards for Converse County Bank. Hilltop Bank signature cards should be available soon.

Moore provided an update on current contracts, library staffing (Terri Perry will start as Children's Librarian on April 4; Kellie Easton is now a full time circulation clerk and Lisa Evans will be a part time circulation clerk; current opening is for Assistant Director). Moore also discussed website designers, databases, library participation in Jackalope Days in June, the upcoming WYLD meeting in Riverton, the annual ALA conference, and voter perceptions and funding of libraries. Someone from the Douglas Police Department may attend the next meeting.

Dennis Humphries and Caitlin Bullock presented draft plans for the Glenrock Library completion project. Design documents will be available May 15, 2018 with construction documents completed by July 1. Construction should be complete by the end of the year. There was discussion on cost vs. benefits of raised floors for the Glenrock basement. There was also discussion on acoustics and dividing the Glenrock Meeting Room (not included in this project). **Werner moved that the**

**Humphries|Poli Architects contract for the Glenrock Library completion project be approved after changes to the date of the contract and the Glenrock Library completion date (2015), for a cost of \$75,000 for architecture and FFE design fees. Johnson seconded the motion. Motion carried.**

Moore will send collection information to Humphries|Poli. Nelson had some contract details that Hutchinson may address as an amendment to the contract, if necessary. Hutchinson will conduct pre-bid qualifications for contractors for the project.

Hal Hutchinson updated the Board on several projects. He believes the roof membrane is not leaking, but skylights/light tubes may still be leaking because of incorrect installation of the internal flashing and caulking, the plastic cap seal, temperature variances causing condensation, or wind pushing precipitation under the cap. He is also still looking into the downspouts and the problems with the entry doors (Casper College has a similar problem).

Mike Nelms with Air Innovations and Board Member Lindmier discussed the continual problems with the current HVAC units. These Dykon units were sold to a modifier company to couple with a boiler package for low temperature use, and then sold back to Dykon who sold them to the distributor (CK Mechanical) who sold them to the final users (the library). Very few were produced, and Dykon doesn't do this anymore. Workmanship on the modification is poor, with bad wiring and compressors (at \$5,000 each), and the refrigerant used for cooling and lubrication is not maintaining correct levels. HVAC Unit #3 is working at only half capacity, and the vendor and Dykon have yet to fix the situation. An additional problem with the HVAC units is that they are exposed to the elements, no penthouse was included, and water is collecting in the valleys under the units and migrating under the membrane, which could potentially cause additional problems. In addition, hail has damaged some of the mega fins. The suggestion is to install a building with louvers and doors like most other construction projects (Glenrock Library, WYDOT in Casper, City of Casper, etc.). Hutchinson will look into this situation for the library.

Mike Nelms also provided information on the archive room fan/humidifier system that was left jumpered out during construction because the safeties weren't working, but is now working properly.

The 2018/2019 budget discussion was continued; the final budget will be discussed and approved at the next board meeting.

The Ricochet marketing/branding project has been put on hold; library signage will be discussed at the next meeting.

Moore provided February 2018 and YTD Converse County Library Statistics.

Next meeting: Tuesday, April 17, 2018 at 10:00 am at the Glenrock Library.

Meeting adjourned at 4:55 pm, March 29, 2018.