

Minutes  
Converse County Library Board of Directors  
Regular Meeting of April 17, 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: Assistant Library Director Jes Renz

Observers: ---

Guests: Caitlin Bullock, Humphries|Poli Architects; Tamara Lehner

Call to Order: President Goodwin called the regular meeting of the Converse County Library Board of Directors to order at 10:19 am on Tuesday, April 17, 2018 at the Glenrock Library.

After review, **Werner moved to approve the consent agenda as adjusted. Nelson seconded the motion. Motion carried.** Adjustments included no update from Hal Hutchinson, and the check register wasn't available.

After discussion, **Johnson moved to approve the minutes of the March 29, 2018 meeting. Lindmier seconded the motion. Motion carried.**

After discussion, **Lindmier moved that the financials be approved as presented. Nelson seconded the motion. Motion carried.** Moore will ask PMCH to define 19000 – Deferred Outflows. A complete list of current contract information will be presented at the next meeting. Werner and Renz will review Sigma Corp. SPET funds' investments for the next meeting. Discussion on Hilltop Bank account will continue.

Moore provided an update on library staffing (Jes Renz is now Assistant Library Director; current opening is for Business Manager). Moore also discussed the need for a new exterior door at the south entrance; with Lindmier's help, she will obtain a bid proposal so the Board can proceed. The library will be advertising for a contract person or persons to provide occasional exterior and interior maintenance on an as-needed basis, including sidewalk snow removal, landscaping, exterior window washing, changing light bulbs, occasional meeting room setup, and minor plumbing/carpentry/painting/repair work as requested. Someone from the Douglas Police Department may attend the next meeting. The Board requested that all library staff wear their name badges (please!).

Lehner requested permission to offer wine at Artisan Alley painting classes; after discussion, **Johnson moved that the Library Foundation provide limited wine at these classes, and provide a jar for donations, on a trial basis. Lindmier seconded the motion. Motion carried.**

After discussion, **Johnson moved to approve the 2018/2019 budget, with potentially minor changes in cost of insurance and estimated interest. Lindmier seconded the motion. Motion carried.**

The Glenrock buildings and basements were toured by the group.

Caitlin Bullock (HPA) presented updated draft plans for the Glenrock Library completion project. Members of Glenrock library staff (Rita Heath, Katie Humbracht, Tamara Lehner, and Trudy Martinez) were able to review and provide valuable input. Humphries|Poli will be contacting structural, electrical, and design engineers. **Nelson moved that the contract with HPA be signed as presented. Lindmier seconded the motion. Motion carried.**

Moore will contact Ricochet (marketing/branding project) to discuss the final logo and to schedule a staff training session.

Next meeting: Thursday, May 24, 2018 at 10:00 am at the Douglas Library.

Meeting adjourned at 4:33 pm, April 17, 2018.