

Minutes
Converse County Library Board of Directors
Regular Meeting of May 24, 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: ---

Observers: Assistant Library Director Jes Renz

Guests: Dennis Humphries (by phone), Caitlin Bullock and Jonathon Fertig, Humphries | Poli Architects; Hal Hutchinson, Owner's Rep

Call to Order: President Goodwin called the regular meeting of the Converse County Library Board of Directors to order at 11:15 am on Thursday, May 24, 2018 at the Douglas Library.

After review, *Johnson moved to approve the consent agenda. Werner seconded the motion. Motion carried.*

After discussion, *Lindmier moved to approve the minutes of the April 17, 2018 meeting. Nelson seconded the motion. Motion carried.*

After discussion, *Lindmier moved that the financials be approved as presented. Johnson seconded the motion. Motion carried.* The check register was signed, noting that checks 32938 through 32956 were missing due to misplaced blanks during an office move; they will be used next month. *Johnson moved to authorize Cindy Moore, Library Director, and Jessica Renz, Assistant Library Director, to be listed as managers on all Converse County Library accounts. Werner seconded the motion. Motion carried.* Moore will contact Arrow Electric for a proposal for a generator sized to run the elevator during power outages.

Moore provided an update on library staffing (Crystal Hegland will start as Business Manager on June 4; part-time Circulation Clerks Lisa Evans and Peter Blomberg have turned in their notices; a new Workforce part-time employee will be interviewed for a three-month term). The Library is offering several events for kids during the annual Jackalope Days celebration; Cowbelle Gypsy, Artisan Alley for Kids, Rocky Mountain Raptor, and Gene Gagliano, author of "C is for Cowboy". Proposals for janitorial service and for occasional exterior/interior maintenance should be received soon. Some staff may be attending the WYLD conference in Riverton on June 6 and 7; the ALA conference in New Orleans on June 19-26; the WLA conference in Casper on August 2 and 3; the ARSL conference in Illinois on September 13-15; and the MPLA conference in Kansas on October 23-26. *Werner moved that staff training by John Bellina be approved and scheduled when a proper contract is received. Lindmier seconded the motion. Motion carried.* CivicPlus, web site designer, will be hired to develop a new Library web site over the next six months; they have also designed

the county web site. A tornado emergency plan will be implemented. A kids' safety program for staff will be rescheduled. Sage Landscaping will be cleaning up the grounds and turning on the irrigation system. Someone from the Douglas Police Department may attend the next meeting.

Current investment options were reviewed, and action may be taken at the July meeting.

Dennis Humphries, Caitlin Bullock and Jonathon Fertig (HPA) presented updated draft plans for the Glenrock Library completion project, along with Peter ?? – Mechanical Engineer, by phone. How to use the current and additional coil fan units to efficiently balance the HVAC system was discussed; the current VRS system should be economical. They mentioned that the bathroom/kitchen exhaust was not working last month. The size of the collection is still being researched. Current furniture and shelving will be used as much as possible. Some storage areas in the basement may be deleted to enable additional reference shelving; windows in the teen area are being considered, along with the ability to easily view all teen areas by staff. Construction drawings will be completed by the middle of July. Dennis Humphries will find an acoustic expert for the Meeting Hall.

Hal Hutchinson will be researching Stanley entrance doors similar to those at Casper College. The roof has NOT been leaking during these recent downpours. Hutchinson will bid out modifications to the canopies over the entrance doors. A new HVAC compressor still needs to be installed; the system is currently unstable with wildly fluctuating temperatures. Hutchinson will give Nelson pictures/video of the roof and will also obtain .pdf files of spec files from Hein Bond for HPA.

Next meeting: Thursday, June 28, 2018 at 10:00 am at the Douglas Library.

Meeting adjourned at 2:50 pm, May 24, 2018.