

Minutes  
Converse County Library Board of Directors  
Regular Meeting of June 28, 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: Jan Pope, Member-to-be; 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 11:00 am on Thursday, June 28, 2018 at the Douglas Library.

After review, ***Nelson moved to approve the consent agenda. Lindmier seconded the motion. Motion carried.***

After discussion, ***Nelson moved to approve the minutes of the May 24, 2018 meeting. Johnson seconded the motion. Motion carried.***

After discussion, ***Johnson moved that the financials be approved as presented. Werner seconded the motion. Motion carried.*** The check register will be signed; check 32953 was a payroll check and had been printed earlier. PMCH will be here in July to help get the end-of-fiscal-year transactions straightened out. The Wyoming Community Foundation Statement was reviewed.

Moore provided an update on library staffing (part-time Circulation Clerk Sarah Otten was hired. Part-time Circulation Clerk Peter Blomberg is leaving and will be replaced in July.) After discussion, ***Lindmier moved that up to \$5,000 be spent on Maker-Space supplies. Johnson seconded the motion. Motion carried.*** Sage Landscaping did spring weed cleanup. One janitorial bid was received; Moore and Renz will meet with them (ABM) on June 29 to discuss standards, expectations, and to propose a two-month trial period. Additional janitorial bids may be requested. No responses were received for the handyman ad. The Overdrive ebook/audiobook system, computerschool.net, and circulating hotspots are being reviewed. The new website should be complete by December. A StoryWalk® project is being set up along the river path. Moore will present an updated organizational chart at the next meeting.

Hal Hutchinson will contact Humphries/Poli to discuss actual HVAC needs for the Glenrock basement completion project. The construction bid should require that local HVAC service techs that understand the system be available to work on the system. A short meeting to review his findings will be held on Monday, July 9 at 9 am (later cancelled). Contingency funds should not be used for additional design issues. Hal will set up a request for prequalification for the construction

bid and advertise in the Douglas, Glenrock and Casper papers. The architect (Humphries/Poli), Hal, and Library Board/Staff will review the prequalification bids and narrow them down to four or five companies. Medicine Bow (IT) and Humphries/Poli (architect) need to communicate at some point. Sage Landscaping presented a bid for repairing damage at the Glenrock Library from the major flooding event in June; Hal will review bid and look at drainage changes. The undercut sidewalk will need cement slurry to stabilize it. Large landscape rocks may be used to help stop the loss of mulch. Hal reported that after talking with Casper College and their experiences, the Stanley doors on the south entrance should be replaced and if possible, a wind shield should be installed to reduce a possible safety hazard. A replacement NABCO door from Specialty Door would cost approximately \$5,000. After discussion, ***Lindmier moved that Hal move forward with replacing the doors in conjunction with addressing the canopy water drainage problem. Werner seconded the motion. Motion carried.*** Some spalled concrete may be replaced at the same time. A bid for \$2,040 was received to replace landscape plantings that died over the winter. Hal will check on possible warranties that would reduce this cost. Air Innovations installed a new HVAC compressor and drained and replaced fluids. A control panel that was installed at the bottom of the unit has corroded and is potentially running at 50% efficiency; a new one will be installed in a better location. The HVAC systems need to distribute cooling better; the first floor of the library and the staff area upstairs are cold but the second floor is 10+ degrees warmer, and the thermostat readings don't make sense. The roof still doesn't appear to be leaking! The Kone Elevator technician suggested hiring an electrician to pull out the specialty light tubes in the elevator and install much less expensive regular LED light strips when the original tubes fail.

After discussion, ***Johnson moved that the HUB commercial insurance proposal for Converse County Library be accepted with a \$19,992.00 annual premium. Nelson seconded the motion. Motion carried.*** Renz will research our actual costs for the past two years for comparison.

Items for the next meeting may include: Board responsibilities, policy for SPET funds, election of officers, discussion on a strategic plan, a collections policy for the archive room, and additional discussion on how to better serve the diverse population in Converse County.

Next meeting: Thursday, July 19, 2018 at 11:00 am at the Douglas Library, following the Library Foundation meeting scheduled for 10:00 am.

Meeting adjourned at 3:10 pm, June 28, 2018.