

Minutes
Converse County Library Board of Directors
Regular Meeting of July 19, 2018

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

Absent: ---

Observers: Assistant Library Director Jes Renz

Guests: 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 10:45 am on Thursday, July 19, 2018 at the Glenrock Library.

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

After discussion, ***Nelson moved to approve the minutes of the June 28, 2018 meeting. Lindmier seconded the motion. Motion carried.*** Note: this meeting location was moved to Glenrock.

After discussion, ***Werner moved that the financials be approved as presented. Nelson seconded the motion. Motion carried.*** The check register will be signed; discrepancies were explained. Profit & Loss Budget columns for Douglas and Glenrock will be populated for the next meeting. The budget resolution will be presented/approved at the next meeting.

Vickie Goodwin was elected President; Jan Pope was elected Vice President; Karen Werner was elected Secretary/Treasurer.

Goodwin presented information on Board responsibilities and duties and Board/Director relations. The Board needs to be respectful of Director Moore's time and duties. The Board of Directors By-Laws will be reviewed/updated by Goodwin and Werner for approval at the next meeting.

Pole moved that Conflict of Interest & Confidentiality Statements be signed by Board and staff members at the next meeting. Lindmier seconded the motion. Motion carried.

Goodwin updated the Board on planned strategic planning; Jerry Krois may be asked to facilitate a one-day session in September/October.

Moore provided an update on library staffing (part-time Circulation Clerk John Clay was hired to replace Peter Blomberg). Maker Space programming items have arrived. New computers for Moore, Renz and Heggund were set up. Three iPads/scanners were purchased to provide

circulation-on-the-go and for Maker Space use. FISH training to engage staff and improve personnel issues may be considered. Binders outlining formats required for stats and report-outs, a budget tracker and receipt requirements will be distributed to staff to improve consistency and quality. Becky Johnson, pastel artist, is donating several pictures to the library. RICOCHET (marketing/branding) training will be August 24 for staff and Board. Moore, Renz, Kofoed and Gray are the committee putting together information for the new website. StoryWalk® will have a 'soft' opening on July 20 with a grand opening scheduled for August 18. Thirteen staff members will attend the WLA conference in Casper on Friday, August 3. The HVAC system a/c is performing better after installation of thermoplugs and other changes; Lindmier suggests an enclosure to protect the HVAC system fins or at least screens for the fins in case of hail damage.

Hal Hutchinson reviewed the Glenrock expansion project; recent estimates show increased mechanical (HVAC, plumbing, fire protection), electrical, and architectural (construction and FFE) costs are expected. After discussion, **Pope moved that the total budget for this project be increased to \$1.2 million. Nelson seconded the motion. Motion carried.** Amendment #1 to the contract with Humphries-Poli will update dollars and dates. After discussion, **Bob moved that a bid for Glenrock flood damage repair and high-water mitigation planning by Vrooman Construction for \$7,800.00 be approved. Nelson seconded the motion. Motion carried.** After discussion, **Werner moved that a bid for replacement of the NW and SW exterior door sets with NABCO doors by Casper Window and Door for \$15,284.00 be approved. Lindmier seconded the motion. Motion carried.** Wind walls will not be necessary with these doors. Douglas Library landscaping replacements and warrantee coverage is ongoing. Hal is still working with contractors for the canopy gutters. Roof photos and roof video will be forthcoming.

Lindmier will have an update on an archival collection policy at the next meeting.

Next meeting: Wednesday, August 15, 2018 at 10:00 am at the Douglas Library.

Meeting adjourned at 4:30 pm, July 19, 2018.