

Minutes
Converse County Library Board of Directors
Regular Meeting of August 15, 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; Jonathan Fertig/Caitlin Bullock, Humphries-Poli

Call to Order: President Goodwin called the regular meeting of the Converse County Library Board of Directors to order at 10:00 am on Wednesday, August 15, 2018 at the Douglas Library.

After review, ***Nelson moved to approve the consent agenda as amended. Pope seconded the motion. Motion carried.*** An executive session – personnel and budget resolution approval were added.

After discussion, ***Nelson moved to approve the minutes of the July 19, 2018 meeting as corrected. Pope seconded the motion. Motion carried.*** The spelling of Pope was corrected.

After discussion, ***Nelson moved that the financials be approved as presented. Lindmier seconded the motion. Motion carried.*** The check register will be signed; discrepancies in check numbering will be explained. Profit & Loss Budget columns for Douglas and Glenrock will hopefully be populated for the next meeting. Goodwin, Nelson, Pope and Werner completed signatory cards for Converse County Bank. The library Verizon account may be closed and immediately opened again in order to get the correct address for invoices.

After discussion, ***Nelson moved that Kirk Hissam and Shelly Schmitt be removed from the library's VISA credit card authorized card-holders list. Lindmier seconded the motion. Motion carried. Pope moved that Terri Perry and Jes Renz be added to the library's VISA credit card authorized card-holders list for Douglas, and that Tamara Lehner be added to the library's VISA credit card authorized card-holders list for Glenrock. Lindmier seconded the motion. Motion carried.***

Nelson moved that the budget resolution be approved as presented. Pope seconded the motion. Motion carried. The budget resolution was signed.

Conflict of Interest/Confidentiality agreements were signed by Board members.

Moore provided an update - The website committee is putting together information: pictures, logo and content, including one home page with rolling photos of both libraries. The grand opening for StoryWalk® will be after the parade on August 18 - the Douglas and Glenrock Libraries will be closed

all day on August 18; Glenrock is interested in setting up a StoryWalk® also. HVAC control boards were updated; seems to be working better for cooling upstairs. Moore attended a department heads meeting with the Converse County Commissioners. Staff and Board training with John Bellina/Ricochet will be August 24. The new library logo has been registered - preliminary filing only. Final filing will be required after the logo is used. Moore will be attending the American Rural and Small Library Association conference in Springfield September 13-16, Research Institute for Public Libraries workshop in Lander September 20, state library directors meeting in Rock Springs on October 18, and MPLA conference in Kansas City October 23-25. Staff needs to document program offerings as requested so appropriate advertising/marketing can be done. A loss statement from the insurance company for the Glenrock landscaping loss was received; further clarification will be requested for 'full value of insured property' and 'replacement cost' before the statement is signed. Moore distributed her goals for: collections and programming; community involvement, partnerships and collaborations; communicating the value of the library; library as an anchor in the community; technology and innovation; facility and capital improvements; customer service; funding; and management and leadership; and she is working on an annual report, after Bibliotheca provides statistical information for the past few months.

The Specific Purpose Excise Tax (SPET) Fund Policy was reviewed and revised, but final action was tabled until the next meeting.

After review, ***Pope moved that the Converse County Library Board of Directors By-Laws revisions be approved as presented with one change. Lindmier seconded the motion. Motion carried.*** Strategic / Action Planning will be held on September 7 beginning at 9 am at the Douglas Library for all Board members and staff. Jerry Krois from Cheyenne will lead the session.

A draft archival policy was reviewed; the Library Foundation is in charge of library assets. After discussion, ***Lindmier moved that the Library Foundation continue working on a project that would install sponsored sign boards above the stacks, after consulting with Humphries-Poli and Bellina/Ricochet to reduce conflicts with style/content. Nelson seconded the motion. Motion carried.***

The Library Foundation will provide funding NTE \$500 for a staff/Board picnic on September 7; time and place to be announced.

Hal Hutchinson reviewed current library projects. Glenrock library landscaping repairs including filling under concrete where it had washed out, placing large boulders to slow down water flow for future floods, and replacing wood mulch should be completed by August 16, 2018. The contract with Vrooman Construction was signed. Douglas library downspout renovations to help eliminate freezing/ slipping hazards will be bid out and hopefully completed by the end of September. Hutchinson estimates \$10,000 to complete all three locations (north and south entryways and lambs tongues on west side) and Randy Hein, architect, had earlier committed to pay for lambs tongue demolition as it is an architectural error. After discussion, ***Nelson moved to approve the downspout renovations. Pope seconded the motion. Motion carried.*** A combination of a small grated ditch and pipe buried in concrete will be used. An application for the city to approve planned changes

was signed. The new NW and SW exterior entryway doors should be installed the first week in September.

A long discussion with Fertig and Bullock (computer session) indicated that nothing has been done by Humphries-Poli on the Glenrock project for several months; no new drawings, including changes from the May meeting. FFE is included in the construction cost line item. Hutchinson will make paper copies of documents for Lindmier/Nelson. Humphries-Poli should provide an amended contract by August 24, 2018. They do not plan to use a cost estimator. Hutchinson will take an inventory of the extra shelving in the basement for Humphries-Poli. It was decided (again) that only the Glenrock basement/renovations would be worked on at this time. Future plans for the meeting hall may be discussed at a meeting after the strategic planning session. Pope reviewed a list of wants from the Glenrock community.

Nelson moved that the Board move to executive session – personnel at 4:06 pm. Lindmier seconded the motion. Motion carried.

Pope moved that the Board move to regular session at 4:28 pm. Werner seconded the motion. Motion carried.

Next meeting: Tuesday, September 18, 2018 at 10:00 am at the Glenrock Library.

Meeting adjourned at 4:29 pm, August 15, 2018.