

Library Board of Trustee
Regular Meeting, September 18, 2018
Minutes

Attendees: Vickie Goodwin, President; Jan Pope, Vice President; John Nelson, Member; Bob Lindmier, Member; Connie Glenn, Member; Cindy Moore, Director

Absent: Jes Renz - excused

Guests: Dennis Humphries and Jonathan Fertig of Humphries Poli, Hal Hutchinson

Call to Order: President Goodwin called the regular meeting of the Converse County Library Board of Directors to order at 9:32 on Tuesday, September 18, 2018 at the Douglas Library

Nelson moved the approval of the consent agenda. Pope 2nd. Motion carried

The Board welcomed new member Connie Glenn to the Board.

The minutes of the August 15, 2018 minutes were approved. **Lindmier moved, Pope seconded. Motion carried.**

It was suggested that the Library should institute a Gift Policy. Lindmier will bring the Archive Policy to the next meeting.

After Discussion **Nelson moved to approve the financials as presented. Pope 2nd. Motion passed.**

Moore presented a Budget Amendment in the amount of \$73,348.72 to hire two new staff members. **Lindmier moved to direct Moore to prepare a Budget Amendment that justifies \$73,348.72 for additional staff plus another \$50,000 for support materials. John 2nd. Motion passed.**

Board members question the current investment program for the SPET moneys. **Moore was directed to invite Joel Schell to attend the next Library Board meeting to answer questions.**

Connie Glenn agreed to accept the position of Secretary/Treasurer and was elected by a consensus vote.

Lindmier will review and revise the SPET policy for the next Board Meeting.

Dennis Humphries and Jonathon Fertig presented the revised plans for the Glenrock Library renovation. Additional Services #01 – Increase in Construction Budget was presented to the Board for \$53,000 based on the increase of the renovation budget. Lindmier moved, Glenn 2nd to sign the agreement. Motion passed.

After reviewing the architectural plans, **Lindmier requested a folding wall in between two adjacent meeting rooms in the basement.** The Board was informed that wood shelving for the Glenrock Library would probably cost about \$154,000 in additional fund. No decision needs to be made now. Hutchinson will advertise for prequalification for contractors the week of September 28. **Lindmier and Nelson will review the applications with Hutchinson.** Perhaps construction can begin in January, 2019.

Moore presented the Director's report. It was requested that Moore implement a cross-training program between the Douglas and Glenrock Libraries.

Lindmier motioned and Pope 2nd, motion passed to approve Cindy, Jes and Crystal to access documents and facilitate transfers from Reliant Federal Credit Union, Hilltop National Bank and all correspondence will be sent to our updated address: Converse County Library at 300 Walnut, Douglas, WY 82633.

Signatory cards will be updated with the board members: Vickie Goodwin, John Nelson, Janet Pope, Bob Lindmier and Connie Glenn for Converse County Bank and Reliant Federal Credit Union

Goodwin and Pope will present a proposed evaluation form to the Board in October.

Nelson requested an Organizational Chart, First Call List and that a Douglas Police officer apprise the Board quarterly on night time patrols around the Library.

Pope discussed strategic planning with the board. Our next step is for each Board member to review and propose goals based on the Manifesto.

Board members were reminded that any criticism of any staff person must be directed only to Moore.

The meeting was evaluated.

POSITIVES:

- Productive meeting with HP
- Honesty
- Freedom to voice differing opinions
- Covered a lot of territory
- Communication

TO DO BETTER:

- Draw on Bob's expertise
- Too much rehashing
- Want H/P to address HVAC/Electric systems

Meeting adjourned at 3:30 pm.