

Library Board of Trustee
Regular Meeting, October 22, 2018
Minutes

Attendees: Vickie Goodwin, President; Jan Pope, Vice President; John Nelson, Member; Bob Lindmier, Member; Connie Glenn, Member; Jes Renz, Asst. Director

Absent: Cindy Moore, Director - excused

Guests: Joel Schell, Troy Hunsucker, Hal Hutchinson

By Phone: Jonathan Fertig of Humphries Poli

Call to Order: President Goodwin called the regular meeting of the Converse County Library Board of Directors to order at 9:40am on Monday, October 22, 2018 at the Douglas Library

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

Discussion about September 18, 2018 minutes concerning Humphries Poli email, Gift Policy and Hal Email. The minutes of the September 18, 2018 were approved. **Nelson moved, Glenn 2nd. Motion carried.**

Financial

- Discussed policy/procedure concerning the movement of money. Bank transfers, cash count, deposits and reconciliations.
- Reviewed Balance Sheet and Check Register (Goodwin Signed)

Nelson moved to approve the financials as presented. Glenn 2nd. Motion Carried.

Director's Report (see attachment)

- Organizational Chart
- Emergency Response Call List
- Youtopia Roll-out

Motion to roll-out the new website, go fine free, purchase OverDrive, purchase Mobile Hotspots, equip MakerSpace, and extend Tuesday hours (match both branch hours) with the roll-out of Youtopia. **Lindmier moved. Nelson 2nd. Motion carried.**

Motion to kick-off during Love My Library Week, official date February 14th. **Lindmier moved. Pope 2nd. Motion carried.**

- Budget Amendment presentation w/ graph, meeting room reservation, focus on SAFETY! Goodwin will request appointment with Commissioners, Nelson will attend. Cindy will prepare presentation.
- Police will canvas the area more frequently, they also volunteered to read during Story Time and possibly sign during a Karaoke Party!
- Brand guidelines - Goodwin and Moore will discuss further with John to report at 11/16 meeting.

Policy discussion - workshop days to work out policies, starting with financial policies (scheduled 10/29/18 @ 1pm - Douglas Library). Will work on personnel policies at next workshop. Goodwin asked that everyone review policies prior to workshop.

Lindmier discussed SPET Policy development.

Presentation from Joel Schell regarding investment options. Discussion to follow lead by Troy Hunsucker Investment Broker with Peak Investment Management, regarding current SPET fund investments.

Call in with Jonathan of Humphries Poli with guest Hal Hutchinson attending:

- Camera discussion, place a few with construction but wire to add more later
- Jonathan waiting to hear back from Glenrock Inspector to approve plans
- No date of 100% completion
- Hal will follow-up with fire inspector
- Focus on IT back-bone
- Pre-qual meeting 11/14 from 1:00-3:00pm (Hal explained the purpose of the per-qualification process is to eliminate contractor who are not qualified to handle the extensive work required)
- Hal asked for any contractor suggestions
- Shelving discussion, no vote need

Set next meeting date for November 16, 2018, 9:30am @ Glenrock Library

Motion to approve the wine tasting event in Glenrock for the Library Foundation on 11/2/2018, permission to serve wine, by donation only. **Nelson moved. Pope 2nd. Motion carried.**

Motion to approve the UW Extension charging for credited class on 11/13/2018. **Nelson moved. Glenn 2nd. Motion carried.**

Discussed the evaluation process, Goodwin and Pope presented Director's Evaluation form. As discussed add following manifesto, please bring suggestions back to next scheduled meeting.

Strategic Planning Goals

- Provide an ultimate experience for our patrons
- Image of excellence
- Maintaining the traditional while exploring the unconventional
- Aggressive innovation pursuit
- Maintaining financial viability

Suggested strategies to get us to our goals

- Finish Glenrock Library (Part 1): Main building completion
- Finish Glenrock Library (Part2): Meeting Hall and outdoor entertainment space
- Create a Business Resource Center in both libraries
- Intergenerational programming
- Increase compensation package
- Partnerships throughout the communities
- Bilingual
- 24 hr Library
- Outreach
- Marketing

Meeting Evaluation

POSITIVES:

- Covered a lot of territory
- Connie learned a lot about the board, also accoladed to Connie for jumping in and keeping up with everything
- Librarian in the building, recognizing what Cindy brings to the table
- Despite getting off track, we still finished on time

NEGATIVES

- Jonathan and Hal need to have discussions prior to meeting
- Stick to agenda
- Prepare before meeting

Motion to adjourn at 4:04pm. **Pope moved. Glenn 2nd. Motion carried.**