

Library Board of Trustees
Regular Meeting, January 23, 2020
Minutes

Attendees: Vickie Goodwin, President; Connie Glenn, Secretary/Treasurer; Carmen Theel, Member; Jan Pope, Member; Cindy Moore, Director; Jennifer Kofoed, Glenrock Branch Manager

Absent: Kara Koss, Member

Guests: Bill Miller from LGLP; Crystal Hegglund, Business Manager; Hal Hutchinson, Civil Engineer

Call to order by Goodwin at 9:10 AM

Bill Miller presented information regarding writing policies and guidelines and provided Board training.

Theel motioned to approve December 18, 2019 meeting minutes. Glenn seconded. Motion carried.

Goodwin relayed email from County Commissioner Robert Short expressing concerns regarding a proposed project to purchase an adjacent property for a park. Goodwin replied to email explaining that funds involved would be a donation from the Fink estate, not funds obtained through the County or SPET funds. The Board will keep Commissioners informed if any plans proceed. [See attached.]

Goodwin also emailed Douglas City Administrator Jonathan Teichert regarding the possibility of making each library property a smoke-free campus [See attached.]

Moore presented financials and Board reviewed them. Discussion of withholding payment to CenturyLink until issues with Glenrock phones are resolved. Hegglund advised paying current bills and then look at other internet provision options if the issues are not resolved in two weeks' time.

Theel made a motion to approve the check register as presented. Pope seconded. Motion carried.

Entered Executive Session at 12:20 PM; adjourned at 1:12 PM; regular meeting reinstated at 1:15 PM.

Director's Report

- Creating "welcome" bags for new patrons – logo bag, map, informational brochures, pen, swag
- Archive work being down by Kris Klute; have purchased cleaning clothes and archival boxes; Klute has found some treasures in the archives and would like to show the Board
- Weekly Summer Reading meetings; considering using Beanstack app to monitor reading time, readers, and stats
- Annual chocolate festival is being held in Glenrock this year to highlight the library there
- New rules for YA – 2 strikes and you are out; have had complaints about noise, behavior, and language; looking at noise-cancelling headphones. Locked deck for a week (complaints from neighboring businesses) – Theel asked if we could get another security camera for back corner
- Have had outside light replacement on schedule since last summer; 4 lights out

- Security cameras had been down; Hitek fixed system
- Request to change Glenrock library's hours on February 8th for the chocolate tasting event (changing to 11 am – 4 pm to have library open during event) – Board approved this request
- PBS filmed interview with author Jim Gaskins in the Quiet Reading Room last week (Klute assisted); PBS wants to film Donna York, as well
- King's Portion wanting to get a building and have library represented in building
- Trip to State Library – delivered old newspapers for digital newspaper project and received training on BLUEcloud Analytics (Moore and Klute)
- Trip to American Heritage Center in Laramie being scheduled (Moore and Klute)
- Next staff meeting about benefits (BCBS and Aflac/Washington National) for employees
- Cricut doing well in Glenrock; Goodwin requested having Cricut available to public in Douglas
- Blake Hill requesting a Teen overnight lock-in program
- Review janitorial contract
- Lyndon Fink estate donated an additional \$300,000 to the library
- 4th of July holiday hours discussion
- WLA institutional membership \$150/year – Library membership as well as membership for all five Board members as well as some insurance for Board members

Pope motioned to deposit \$300,000.00 donation from Lyndon Fink estate in Line 1087. Theel seconded. Motion carried.

Pope made a motion to have libraries closed July 3rd and 4th for Independence Day. Theel seconded. Motion carried.

Pope motioned to supply library business credit cards for Lindsay Hineman, Jenn Butler, and Kris Klute. Theel seconded. Motion carried.

Pope made a motion to pay membership dues for WLA that will provide a year's Library membership and five Board memberships for WLA at the cost of \$150. Theel seconded. Motion carried.

Goodwin followed up about memorials proposed at earlier meetings. It was decided to do a memorial project during National Library Week in April.

Break from discussion at 2:12 PM for a tour of archive room, led by Douglas Branch Manager, Kris Klute.

Meeting reinstated at 2:45 PM.

Discussion regarding funding of archival materials. Goodwin will add this to the Foundation agenda.

Hal Hutchinson/HPA

Glenrock Library

- Change Order #6 presented; this is for the lighting controls (payment previously approved)
 - **Motion from Pope to accept Change Order #6 in the amount of \$3,684.00. Seconded by Theel. Motion carried.**
- Air Innovations is working with Medicine Bow Technologies so staff can adjust the thermostats
- Fire Inspection has been successfully completed

- FF&E – Table completed (Shelf-Image), 3 mobile cabinets, additional chairs (Feb 10), Palmeiri shelving components to be replaced (Wyoming Office Products)
- Flagpole & landscaping
- RFID – moving the security gates closer to the main entrance doors

Douglas Library

- Drain fix at back door of Douglas library; re-directing water to landscaping area
- Side gutter fix for west side of building needs to be done
- Landscaping, tree replacements
- Children’s area “clouds”
- Temp in archive at 60-62 degrees – Air Innovations needing different thermostat settings
- Broken window repair
- Base maps to Air Innovations for HVAC filter locations

Hitek/Alliance Security Proposals

- Hitek and Alliance provided Hutchinson with quotes for startup and maintenance of both the Douglas and Glenrock buildings:
 - Alliance \$20,204.01 startup; \$646.90 / month upkeep
 - Hitek \$24,599.00 startup; \$120 / month upkeep + travel fees

Pope made a motion to contract with Alliance for security at both library locations (Douglas and Glenrock) with the price quoted to Hutchinson (\$20,204.01 for setup and \$646.90 for monthly O&M). Theel seconded. Motion carried.

- Cindy requested getting an additional security camera installed in the Douglas library’s southeast corner of the second floor.

Adjourned at 3:30 PM

Work session scheduled for February 6, 2020 in Douglas at 9:30 AM and regular meeting scheduled for February 26, 2020 in Douglas at 9:30 AM