Attendees: Michelle Moe - President; Donnie Patten - Vice President; Connie Glenn - Secretary/Treasurer; Jan Pope - Member; Tammy Townsend - Member; Crystal Hegglund - Business Manager; Jennifer Kofoed - Glenrock Branch Manager; Hal Hutchinson - Owner’s Rep

Absent: Jan Jolliffe – Director (excused), Chevy Walton – Art Exhibitions Manager

Called to order by Moe at 9:33 AM.

Townsend made a motion to approve the Consent Agenda. Pope seconded. Motion carried.

Glenn made a motion to approve January 24, 2024 meeting minutes. Townsend seconded. Motion carried.

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

Pope made a motion to approve the financials as presented. Patten seconded. Motion carried.

Pope made a motion to hold the $30,390.06 received from SPET funding from Converse County in Line 1051 until Douglas server replacement work is completed, to cover server replacement costs as needed. Townsend seconded. Motion carried.

Hal Hutchinson, Owner’s Rep

- See attached report, Hal H. Hutchinson, P.E. 2/28/24

Library Check-in with Crystal Hegglund & Jennifer Kofoed

Douglas

- In-house audit completed
- Filled a vacant part-time Janitorial position in Douglas – new hire will start next Tuesday
- Hegglund will start getting numbers together for next fiscal year budget (due mid-April)
- Processing of new adult books is being allotted to cover ordering gap

Glenrock

- One security camera in the Glenrock library’s basement has stopped working
- Love Local Valentine Market was successful – 64 vendors and about 450 attendees
- Fire Inspection of Glenrock library and Meeting Hall – Hegglund helped make arrangements for maintenance
- Long Building Technologies working on putting together HVAC maintenance bid
- Training new Circulation Clerk
• Successful programming for all ages
• The Science Zone will do a traveling exhibit trailer in April at the Glenrock library
• Summer Reading programming plans underway
• AV Rotation will be scheduled for March

Pope made a motion to approve quote in the amount of $968.00 from Alliance Communication & Technologies to replace non-working security camera at the Glenrock library, as proposed. Donnie seconded. Motion carried.

Break at 10:57 AM. Entered executive session at 11:06 AM. Regular meeting resumed at 12:52 PM.

Pope made a motion to terminate the at-will employment of, and offer severance to, Jan Jolliffe effective 2/28/24. Patten seconded. Glenn recused herself from this vote. Motion carried.

Townsend made a motion to adjourn the meeting at 1:26 PM. Patten seconded. Motion carried.

Next monthly meeting scheduled for March 21, 2024 in Glenrock at 9:30 AM.
Converse County Library Board Meeting 2/28/2024, 10:00 a.m.,
@ Douglas Library

Recommendation:

There are no formal recommendations for this report.

Hutchinson Input Items

1. Glenrock Library:

A. HVAC Update:

- **RECAP:** Hutchinson notified of heating system outage 1/15/24.
- Hutchinson understands Sheet Metal Specialties contacted and provide estimated repair bill for approx. $5,000.
- Simultaneously, Hutchinson contacts Engineering Design Associates (Jak Hollinger), who suggests Long Building Technologies (Steve Muhlbauer) contact for troubleshooting.
- Long engages Wednesday, January 16, 2024, and completes repairs Friday, January 19.
- Long’s estimated fee for their services $2,500 - $3,000 (actual $2,061.09).
- Long consults with Mldgley-Huber (MHI), LG specialist from Salt Lake City, to achieve system re-boot.
- LG vs. Daikin VRF systems comparison.
- Moving forward: Long Building Technologies shows insight into Variable Refrigerant Flow (VRF) system otherwise not yet identified.
- Long states willingness to be available on an “as needed” basis, with no retainer necessary, for troubleshooting.
- MHI states willingness to be available on an “as needed” basis, with no monthly retainer necessary. They carry LG parts and equipment in stock at SLC.
- EDA states willingness to provide mechanical/electrical professional engineering services as needed, but no retainer necessary.
- Sheet Metal Specialties’ ongoing maintenance contract should be re-visited for Glenrock Library and the LG system there (see “Termination of Service Agreement”, dated 2/19/24, for Glenrock Library only. Douglas Library maintenance agreement stays with Sheet Metal Specialties.).
- Spare breakers are stored in the Glenrock Library up-ladder penthouse for future reference.
- Long identifies potential ongoing concern with penthouse damper malfunction – may need closer look see. (Proposal anticipated within the next week or so from Long for damper, Glenrock Manager’s office wall thermostat, and penthouse thermostat). Long was on site this past week to evaluate things for the proposal.
- Long also will be submitting a Service Agreement for Glenrock. Will coordinate with MHI as needed for troubleshooting. Spare air filters currently stored will be used before new ones provided. Both Main Library building and Meeting Hall to be covered for maintenance. Will need to evaluate when SMS last performed semi-annual maintenance for Glenrock as part of Maintenance Agreement. Board consideration expected at March 2024 Regular Meeting.

B. Caspar Building Systems @ Meeting Hall Project –

- **One (1) Year Warranty expired December 8, 2023:**
  - Landscaping miscellaneous items requiring attention (dead plantings, irrigation) to be addressed by Caspar Building Systems in spring 2024; *Tall Grass landscape architects involvement, through Amundsen Architects, as needed.*
  - Ponding area at the bottom of the first tier of colored concrete stairs in the plaza. Caspar Building Systems completed the fix involving drainage through concrete stair.
Completed drainage outlet for standing stormwater by Caspar Building Systems

- **Snowmelt System Evaluation** (Glenrock & Douglas):

  C. **Glenrock planter mulch replacement** – Coordinate with contractor for quotes; Hutchinson drafting program involvement. **Spring 2024**

  D. **Storm drainage improvements; discuss storm event of 7/14/2023** – **Spring 2024**

  E. **Plaque for Meeting Hall Project completion** – Information from Douglas sign Company; Pedens @ Casper

  F. **Stormwater Detention @ Glenrock Main Library Mechanical Room Seepage** –

  Recommend first replacing existing non-water sealant with quality sealant; Leave pond as-is until the easiest solution is explored; Want Tall Grass to look at
the situation before anything. Jenni Kofoed identifies possible water softener connection.

2. Douglas Library

A) HVAC Repair Project –
- Engineering Design Associates managing engineering aspects (their contract now at 100% completed)

  ○ Noisy mechanical unit near Quiet Reading Room – Douglas (pending)
B) Quote package for installing catch basin on west side library at roof drain outfall. Coordinate with contractor(s) – Hutchinson preparing engineering drafting for project quotes; deliver Spring 2024

C) Children's Area Cloud – Purchase replacement cloud separately
TERMINATION OF SERVICE AGREEMENT

Project: CONVERSE COUNTY LIBRARY-GLENROCK LOCATION  Date: 02/19/24

To: Hal Hutchinson

As per our phone conversation on Friday February 16th, 2024:

Sheet Metal Specialties accepts the Converse County Library Board’s decision to withdraw the Glenrock location from their maintenance agreement. This withdrawal is to take effect immediately.

As of this correspondence then only open invoice Converse County Library Glenrock location has is in the total of $367.50. Sheet Metal Specialties agrees that no cancelation charges or additional fees that are related to the remaining service maintenance contract. Once payment has been received for the previous stated invoice, Converse County Library Glenrock Location will have a zero balance with Sheet Metal Specialties.

Any future service calls placed by Converse County Library Glenrock location will be billed at a standard Time and Material basis that will need to be paid on net 30 terms. Any future work between the library and Sheet Metal Specialties will carry no relation to the canceled service maintenance and will only be billed based on the assessment and work performed at that time alone.

Sheet Metal Specialties would also like to acknowledge that this cancelation does not include nor will it affect the existing maintenance contract concerning the Douglas location of the Converse County Library.

Authorized Signature  Josh Olsen