

**Library Board of Trustees
Regular Meeting, March 26, 2020
Minutes**

Attendees (via Conference Call during CONVID-19 isolation, by Zoom or Phone): Vickie Goodwin, President; Connie Glenn, Secretary/Treasurer; Carmen Theel, Member; Jan Pope, Member; Kara Koss, Member; Cindy Moore, Director; Jennifer Kofoed, Glenrock Branch Manager

Guests: Hal Hutchinson, Engineer (via Zoom)

Call to order by Goodwin at 9:37 AM

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

Theel made a motion to approve February 26, 2020 meeting minutes. Pope seconded. Motion carried.

Moore presented financials and Board reviewed them. Moore answered any questions that arose regarding entries in the financial statement. Additionally, Moore addressed future costs explaining that staff are to make summer purchases by the end of May to provide time for these expenditures to clear prior to the end of the fiscal year. She also expressed interest in adding budget lines next fiscal year for some new expenditures, such as for archival materials for Douglas and setup of a Storywalk in Glenrock.

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

Director's Report

- Closure of libraries is following WY Library Database and Wyoming State Library guidelines
- Laptops and mobile hotspots were made available to staff, as needed, to connect during closure
- Staff are to work from home as possible; work in-library is voluntary and staff are to wear PPE
- Communication with staff during closure via phone, email, and Google messaging
- Moore is pleased with the level of productivity of all of the library staff during this closure
- Staff have been pushing digital services such as databases, e-books, e-audiobooks; online storytimes are being held; Glenrock is doing a community storytime getting submissions of recordings of community members reading; website has continually been updated with information and links to free online resources and things for people to do during isolation; YA staff have arranged online gaming "virtual meetups" for the teens
- Moore working on making arrangements for implementation of Beanstack for Summer Reading and other programs, working on online surveys and meetings for MPLA, WLA, WSL, Director's sharing information, etc.
- As of March 24, 2020 all libraries in Wyoming are closed due to the COVID-19 isolation measures. The American Library Association, Association of College and Research Libraries, and the Association for Rural and Small Libraries have all issued statements regarding the importance of libraries being closed during this time and for staff to still be paid for the duration of the closure. Over 4,000 libraries have been closed across the US.
- Library staff have submitted information regarding what they are working on during the closure

Zoom timed out, initiating a break at 10:08 AM and meeting resumed when a new connection was established at 10:40 AM.

Presentation by Hal Hutchinson

- Alliance has been in contact with the library to set up Digifort in Douglas and to proceed as the new providers for security cameras, door locks/access, and intrusion system (including panic buttons) for Douglas (in addition to Glenrock's existing service).
- Moore asked if Hitech should still be billing the library. Hutchinson had contacted Hitek in January and told them to send a single bill closing the account. This was provided in the amount of \$540.00. Despite this arrangement, Hitech had issued a \$60 maintenance fee and a check had been cut for this amount. The \$60 will be deducted from the final bill. Pope wondered if Hitech needed to access the building or retrieve any equipment. Hutchinson replied that this was not needed, as far as he was aware.

Koss made a motion to pay Hitech the remaining \$480 to close out the account (this amount reflects the invoiced amount of \$540 minus the \$60 check already cut). Theel seconded. Motion carried.

- Hutchinson reported the need to follow up with Alliance regarding implementation of the following: 1. Security cameras (Digifort), 2. Door locks/access, 3. Panic buttons/intrusion
- Alliance will need access to the building to move forward; bill was received for the door locks/access – this is covered under what the Board already voted to pay.
- Hutchinson recommends paying 50% of the up-front costs for the three components listed:
 - \$4,319.23 Digifort, \$4,261.70 door locks (already approved?), \$1,296.08 panic buttons

Pope made a motion to pay Alliance 50% of the upfront costs for Digifort, door locks/access, and panic buttons, as recommended by Hutchinson. Koss seconded. Motion carried.

- Hutchinson recommended paying Alliance 100% of fire monitoring/alarm system costs. (Invoice for this has not yet been received from Alliance.) Hutchinson emphasized the importance of not letting a coverage lapse occur.

Pope made a motion to pay 100% of upfront costs for the fire monitoring system when invoiced by Alliance, as recommended by Hutchinson. Theel seconded. Motion carried.

- For a broken window at the Douglas library (on the west side), Hutchinson obtained a quote from the Overhead Door Company in the amount of \$1,670.82. An additional quote is pending from Casper Window & Glass. Hutchinson recommends approving the low quote.

Koss made a motion to approve the purchase of a replacement window at the lowest price quote received, as recommended by Hutchinson. Pope seconded. Motion carried.

- Power outage damaged some motion detector lighting components in the Glenrock library
 - Glenrock is very prone to power outages
 - Moore has heard that we can submit this bill to Rocky Mountain Power for possible reimbursement; Kofoed has documented times of power outage, her call to RMP during the outage, etc.
- FF&E outstanding transaction in Glenrock is to be completed by Wyoming Office Products; a bookshelf top has been ordered for the Children's area; \$1,000 is withheld until completion

- An 11-month inspection for building and FF&E warranty to be set for September 2020
- Alliance general services contract needs to be signed
- Glenrock Meeting Hall landscaping, flagpole, RFID gate location change are still in the works
- Douglas ongoing projects include the rain water catch basin installation, landscaping and tree replacements, children's area "clouds"
- Base maps of Douglas library HVAC filter locations has been provided for Air Innovations

Continuation of Director's Report

- Moore received a quote in the amount of \$2,652.10 from The Blind Guy to replace motorized blind on the west window in Douglas (staff get blinded by the setting sun). This blind would match existing blinds as closely as possible, but would block more light than the existing blind.

Koss made a motion to approve the purchase of this replacement window blind, as quoted in the amount of \$2,652.10 from The Blind Guy. Theel seconded. Motion carried.

- Moore has been working on a management plan for the farm wall, if the libraries were to receive the grant of having a community garden wall installed on each library. Evaluation would need to be done to determine sunlight expose, height of walls, etc.
- Creativebug is a database that provides instructional videos and inspiration for arts, crafts, and recipes. Moore proposed addition of this database to the libraries' digital offerings; this would be supplemental to our MakerSpace offerings as well as for patron at-home use and staff programming and promotional opportunities. Cost would likely be less than \$1,000/year; currently no other WY libraries are offering this; database could be implemented within the week with no payment due for the first 3 months; there is a price break if signed up for at least 3 years with no penalty for earlier cancellation. Koss believes that the more we can offer our community to do at home, the better – especially during this period of isolation. Pope wondered if this would be in the budget. Moore will check to see where money could be adjusted within the budget for this expenditure and will obtain an accurate price quote.

Koss made a motion to allow the purchase of Creativebug up to the cost of \$1,000 and with the stipulation that the funds are available within the current budget. Pope seconded. Motion carried.

Goodwin will email questions for Cindy's evaluation to each Board member. She asks that each member complete the evaluation in a 2-week period so she can compile answers to present to Moore in April. Members' feedback could be mailed to Goodwin. Goodwin will also forward a letter of appreciation received from Adult Programming Coordinator, Tamara Lehner.

The cost of a Zoom membership was discussed; this might be a good investment for meetings, to facilitate staff communication, and to be used when inclement weather prevents travel for meetings. Moore will check on cost.

Adjourned at 11:31 AM; next meeting scheduled for April 23, 2020 at 9:30 AM, location TBD.