Converse County Library Board of Trustees
Regular Meeting, April 18, 2024
Minutes

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

Absences: Chevy Walton - Art Exhibitions Manager (excused)

Moe called the meeting to order at 9:28 AM.

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

Pope made a motion to approve March 21, 2024 meeting minutes. Patten seconded. Motion carried.

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

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

Discussion about budget. Review of County’s recommendation to save SPET monies. Hegglund presented proposed budget for 2024-2025 fiscal year. Several changes were recommended by the board.

Townsend made a motion to approve 2024-2025 fiscal budget as presented, with recommended changes made and exempting any other needed changes, which would be submitted to the Board via email by Hegglund prior to submission to the County. Patten seconded. Motion carried.

Hal Hutchinson, Owner’s Rep

- See attached report, Hal H. Hutchinson, P.E. 4/18/24
- Discussion about two exterior doors at the Douglas library that swell shut. Hegglund asked Hutchinson’s recommendation; he will find a door specialist to check.
- Discussed MakerSpace lights that are on a dimmer switch. Hoping to change all lights over to LED to eliminate need of replacing ballasts, but unable to find way to do this on lights with dimmer switches. Hutchinson recommends contacting Arrow Electric, as they did the original lighting.
- Discussed Auto Open feature on Douglas library doors, which has not operated after a system update. Hutchinson says that Alliance or the door manufacturer might be able to assist.

Chevy Walton, Art Exhibitions Manager

Walton was unable to attend the meeting, but she had provided an update via email to Moe. Moe shared that everything is on track for the library’s art exhibits.
Library Check-in with Crystal Hegglund & Jennifer Kofoed

Douglas

- Everything is going alright in Douglas
- Preparing for book sale in Douglas starting May 1-4, 2024
- Interviews for part-time Circulation Clerk; Circulation Manager seeking board approval to offer position to candidate. Board approved
- Preparing for AV Rotation, which will be happening tomorrow

Glenrock

- Project Prom is going well -- a lot of dresses, suits, and accessories have been given away and the library has also received additional donations. Patrons have been coming from Douglas and Casper to browse.
- The Science Zone provided two learning stations for the month of April – rocket launcher and circuit board. Patrons have been excited and enjoy using both stations. Children’s Services Manager has coordinated with the schools and Boys & Girls Club to bring in classes.
- New hire of part-time Circulation Clerk
- Need options for summer coverage while Young Adult Services Manager is gone
- Sink in in Meeting Hall fixed 4/17/24
- Seed Library has received a lot of positive response in person and on Facebook; patrons started picking out seeds as soon as the display was up
- Wild horse photography exhibit brought in a lot of patrons, including some coming from Douglas and Casper to see the display and attend the library’s author event that tied in with the exhibit

Break at 11:15 AM, then meeting moved into executive session. Executive session concluded and regular meeting resumed at 12:46 PM.

Pope made a motion to adjourn the meeting. Townsend seconded. Motion carried and meeting adjourned at 12:51 PM.

Next meeting scheduled for May 23, 2024 in Glenrock at 9:30 AM.
Converse County Library Board Meeting 4/18/2024, 10:00 a.m.,
@ Douglas Library

Recommendation:

There are NO formal recommendations for this report

Glenrock Library HVAC:

- **RECAP:**
  - Long Building Technologies shows insight into Variable Refrigerant Flow (VRF) system otherwise not yet identified locally.
  - 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 Termination Agreement for Glenrock Library approved by the Library Board at February 28, 2024, Regular Meeting.
  - Spare breakers are stored in the Glenrock Library up-ladder penthouse for future reference.
  - Long identified potential ongoing concern with penthouse damper malfunction – “Improvement Proposal” from Long in amount of $9,325 approved by the Board 3/21/24 for damper and misc. thermostat relocations. **Provision agreed to that billing after July 1, 2024.**
  - Long’s HVAC Service Maintenance Agreement Proposal approved by Board 3/21/24 for the Glenrock Library. Spare air filters currently stored will be used before new ones provided (additional cost). Both Main Library building and Meeting Hall to be covered for maintenance. **First semi-annual maintenance set for May-June 2024, with no more than first quarterly billing of $3,350 before July 1, 2024.**
Hutchinson Input Items:

1) Glenrock Library

A) Caspar Building Systems @ Meeting Hall Project –

- One (1) Year Warranty expired December 8, 2023:
  
  o Landscaping miscellaneous items requiring attention (dead plantings, irrigation) to be addressed by Caspar Building Systems in spring 2024 (Amundsen & Assoc. currently coordinating warranty work);

  o Tall Grass landscape architects, in coordination with Amundsen, warranty review, especially irrigation system operation, being coordinated for post-irrigation system energizing (estimated no later than June 1, 2024).

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

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

D) Plaque for Meeting Hall Project completion – Information from Douglas Sign Company

E) 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.

Options identified –

1) Attend to before basement backfill (too late); digging up now to costly and disruptive;

2) Hire waterproofing company to inject waterproofing sealant through wall (quite expensive);

3) Groundwater flow patterns difficult to ascertain and quite expensive (but have Tall Grass evaluate where possible);

4) Hutchinson proposes to perform Loctite waterproofing next week – readily available commercial product, expanding solution fills voids contributing to leaking; tight wall penetration clearances to deal with; mechanical seal not practical due to those tight clearances; Loctite not considered fail-proof, but
recommend try this option first before expensive alternatives; even if Loctite holds for reasonable time, better to re-apply than call in expensive alternatives, according to Hutchinson.

2) **Douglas Library**

A) HVAC Repair Project –
   - 100% completed and Warranty Expired December 2023
   - *Long Building Technologies attending to phone interface with HVAC alarms (also for Glenrock Library) – estimated delivery by May 2024*

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

Next Board Meeting May 23, 2024 in Douglas