Converse County Library Board of Trustees  
Regular Meeting, May 23, 2024  
Minutes

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; Chevy Walton - Art Exhibitions Manager

Moe called the meeting to order at 9:35 AM.

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

Patten made a motion to approve April 18, 2024 meeting minutes. Townsend seconded. Kofoed proposed an amendment. Motion carried to approve amended minutes, as discussed.

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

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

Discussion about budget and cost increases for upcoming fiscal year. Budget meeting with County Commissioners scheduled for June 7th at 8:30 AM.

Patten made a motion to have Moe sign health insurance agreement, as discussed. Townsend seconded. Motion carried.

Hal Hutchinson, Owner’s Rep

- See attached report, Hal H. Hutchinson, P.E. 5/23/24

Chevy Walton, Art Exhibitions Manager

- Everything on track for exhibits for both libraries -- 14 registrants so far for Jackalope Art Show and the next exhibit for Glenrock is arriving soon: La Calavera Catrina
- Walton is working on contracts and scheduling for next year

Library Check-in with Hegglund and Kofoed

Douglas

- Hegglund has been looking into options for temporary coverage while Glenrock YA Programmer is on leave:
  - Establishing an internship is complicated and not recommended on short notice
  - Temporary сезонal part-time, up to 1040 hours (26 weeks); can refill position through hiring, as long as employment dates don’t overlap
- Integrated Computer Consulting (ICC) provided quotes for replacing Meraki APs for improving wifi connectivity, including licensing and install for Glenrock.
- County has insurance meetings scheduled next week; library staff can attend, if interested
- Building insurance rates will increase by 1% wind/hail deductible. Premium will also increase. Board approved for Hegglund to continue with set payment schedule.
- Part-time Circulation Clerk position filled in Douglas
- Book Crawl planning underway, collaborating with other community groups. Will also have kick-off for Summer Reading, stuffed animals sleepover at the library, mini book sale, Take & Make projects, and Storytime with guest readers on June 8th coinciding with Book Crawl.
- Elevator and door service providers have not been able to come yet for repairs in Douglas

Pope made a motion to create a temporary part-time position, not to exceed 1040 hours per year, without benefits. Patten seconded. Motion carried.

Pope made a motion to decline the proposal from ICC for Meraki APs and installation at this time, Patten seconded. Motion carried.

Break started at 11:25 AM. Meeting resumed at 11:32 AM.

Glenrock
- Project Prom was very successful with approximately 150 visitors and 55-60 dresses/suits given out, plus shoes & accessories
- Staff are gearing up for Summer Reading, which starts June 1st
- Local Girl Scout troop will be adding a painted rock garden to the Glenrock Library’s courtyard
- Deer Creek Days planning underway; the library will hold art show, book sale, and melodrama
- Spark!: Places of Innovation exhibit from Smithsonian will be at the Douglas library in July
  - Kofoid attended training session and workshop in Torrington with Adult Programming Coordinator to learn how to install exhibit panels
  - Request for library closures for installation and take-down of exhibit, proposed dates:
    - Wed, July 3rd -- close for installation
    - Mon, Aug 19th -- close for take-down of exhibit (Board would like to evaluate plans and dates closer to the end of the exhibit)
- Wyoming Library Databases (WYLD) consortium meeting in Casper June 13th & 14th – request for staff to attend. Board approved.
- Request to change location of barcodes on library items. Board requested any changes be consistent between libraries and decisions be made in collaboration with Douglas Circulation Manager and Technical Services Manager.

Pope made a motion to have Douglas and Glenrock libraries close at noon on July 3, 2024 for library staff to set up Spark! Exhibit at the Douglas library. Patten seconded. Motion carried.

Entered executive session at 11:52 AM. Regular meeting resumed at 1:26 PM. Jan Pope announced that today would be the last Board meeting she is able to attend and her second term ends June 30, 2024.

Meeting adjourned at 1:33 PM; next meeting scheduled for June 20, 2024 at 9:30 AM in Douglas.
Converse County Library Board Meeting 5/23/2024, 10:00 a.m., @ Glenrock 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 on 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 apparently aiming for on-site after July 1, 2024 (pending).**
  - 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 are provided (additional cost). Both Main Library building and Meeting Hall are 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.**
  - Jenni Kofoed notifies thermostat malfunction on afternoon May 22, 2024.
Hutchinson Input Items:

1) Glenrock Library

A) 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 (Amundsen & Assoc. currently coordinating warranty work);
     - 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 – wet spring weather has delayed energizing the irrigation system).

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) Stormwater Detention @ Glenrock Main Library Mechanical Room Seepage –

Recommend first replacing existing non-water sealant with quality sealant (Completed obvious seepage waterproofing earlier this week); Leave pond as-is until the easiest solution is explored; Have Tall Grass observe the situation at their visit this spring; Jenni Kofoed identifies possible connection with water softener cycling.

1) Hutchinson proposed to perform Loctite waterproofing – 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.
Basement mechanical room prior to May 2024 waterproofing operation – wet mechanical room floor

Typical full detention pond behind the Glenrock Library
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 June 2024. Turntide supposedly out-of-business. “Cool Automation” product being proposed by
Long. Conversation this week included providing a proposal for providing the alarm capabilities.

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 June 20, 2024, in Douglas.