

**Library Board of Trustees  
Regular Meeting, May 21, 2020  
Minutes**

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

**Guests (via Zoom or Phone):** Crystal Hegglund, Business Manager; Hal Hutchinson, Engineer

Call to order by Goodwin at 9:33 AM

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

**Glenn made a motion to approve April 23, 2020 meeting minutes. Pope seconded. Motion carried.**

Board reviewed financials and Hegglund answered questions, as needed. **Pope made a motion to approve the check register, as presented. Glenn seconded. Motion carried.**

Plan for gradual opening of library, as presented by Moore to the Board on May 18<sup>th</sup>, was discussed. Additional research on options for sterilizing books and surfaces will be done. Masks will be encouraged for patrons and public access to restrooms will be temporarily unavailable. Goodwin acknowledged there have been concerns brought up by County Commissioners; these concerns will be further addressed.

**Glenn made a motion to accept the gradual plan for reopening the library, as presented. Pope seconded. Motion carried.**

The Board and Moore met on May 17, 2020 and performed an annual evaluation of Moore in her position as Library Director. **Koss made a motion to confirm that this evaluation was completed and that employment of Moore will be sustained. Evaluation was favorable and the Board would like to have Moore remain as the Library Director. Pope seconded. Motion carried.**

**Director's Report**

- Collected information from meetings from the state, national meetings from American Library Association and Public Library Association for reopening libraries. Conferred with other Wyoming Library directors as to experiences and best practices and put into our re-opening document. Moore has attended three state-level meetings and has kept current on national meetings regarding best practices for reopening libraries.
- Board Workshop meeting, annual evaluation, and presentation of re-opening document was held with the Board on May 18, 2020.
- Advertising reopening and summer reading on Facebook, Twitter, website, and newspaper and radio. Seeking additional ways to reach community members who don't have computer access.
- Updates to staff on Zoom, tweaks made to schedule

- Update of Beanstack and ongoing training. Summer Reading begins June 1, lots of online signups are predicted. Beanstack offers feedback in the form of badges earned, prizes from the library, and tracking minutes read. This, when live, can be an app on your phone computer, phone, or tablet. We will also have paper logs available for recording reading. Points are given for reading, participating in library events, and completing designated activities.
- Jackalope stickers have been ordered from the Converse County Tourism Board. These are to promote local businesses and organizations; ours has a Jackalope reading a book under a tree!

Break started at 10:59 AM; meeting reinstated at 11:18 AM

### **Hal Hutchinson/HPA**

- Glenrock Library – construction complete; answered questions for Kofoed
- FF&E – shelf top not yet received by Wyoming Office Products
- Alliance is setting up security for Douglas library; waiting for passwords from Hitek; Hutchinson will contact Hitek again and will touch base with Alliance
- Window replacement in Douglas has been completed
- Will need to check landscaping at Douglas to see if hailstorm did any damage
- Working on getting rocks replaced in Glenrock; staff member's son worked on moving some of the rocks back into place
- Flagpole quote created
- Drainage on west side of Douglas library; getting quotes
- Douglas landscaping and tree replacements ongoing (June 2020)
- Children's Area Clouds (June 2020)
- Base maps to Air Innovations for Douglas HVAC filter locations completed
- Report on Douglas Library HVAC equipment coverings on roof – pending
- Glenrock Meeting Hall plans – will discuss at June meeting

Adjourned at 11:49 AM. Next meeting is scheduled for June 18, 2020 at 9:30 AM; location TBD.