

**Library Board of Trustees**  
**Regular Meeting, June 18, 2020**  
**Minutes**

**Attendees:** 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:** Hal Hutchinson, Engineer; Jonathon Coulter, Medicine Bow Technologies Account Manager

Call to order by Goodwin at 9:41 AM

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

**Pope made a motion to approve May 21, 2020 meeting minutes. Theel seconded. Motion carried.**

Board reviewed annual budget proposal meeting with the County Commissioners, which took place on June 11, 2020. Meeting went well and seemed favorable of most of the proposal. Next year's fiscal year is likely to be harder hit by aftermath of COVID-19 changes.

Board reviewed financials; voided checks were explained (some presenters canceled programs or modified costs in response to COVID-19). Koss requested a copy of the janitorial contract for review of what services are included.

**Koss made a motion to approve the check register, as presented. Pope seconded. Motion carried.**

Goodwin called for an executive session beginning at 10:10 AM. Executive session ended at 10:31 AM and the regular meeting resumed at this time.

**Hal Hutchinson**

- Kofoed noted that the Meeting Hall back door needs to be fixed; concrete has shifted
- 11-month warranty inspection of Glenrock renovation is scheduled for September 2020
- FF&E delivery and installation of shelf top in children's area has been completed
- Alliance has been engaged for AV and security for both Glenrock & Douglas and is working on installing hardware and software, as needed, in both libraries
- Glenrock Meeting Hall landscaping repairs on the south side are ongoing. Quotes to be sought in June 2020; still need catch basin contour work done
- Flagpole for Glenrock – quotes to be sought June 2020
- Trees replacement – trees at both libraries will need to be removed or replaced
- Douglas library quote to be sought June 2020 to install catch basin on west side of library at roof drain outfall. No Historic Area processing is anticipated.
- Douglas Children's Area clouds – ongoing (in June 2020)
- Report on Douglas Library HVAC equipment coverings on roof – pending

- Moore – sprinkler system in Glenrock was not activated by Sage Landscaping until this week, despite earlier requests to activate; Pope recommends seeking a different service provider

### **Updating the Glenrock Meeting Hall**

- Hutchinson affirmed that a full renovation of the Glenrock Meeting Hall would require assistance from an architect
- Pope proposed having a volunteer committee to find out what the Glenrock community needs from this building and Kofoed proposed a community survey as a needs assessment for the Meeting Hall; Goodwin requested that a survey be conducted with results compiled by mid-August for a Board work session to solidify how to proceed; original plans will also be consulted
- Improvements needed include: having the back door fixed, remedying the acoustics, and replacing at least some of the carpeting; a speaker system had been installed, but doesn't appear to be wired and TV power boxes have been installed, but not utilized

### **Director's Report**

- Library is open to 50 people at a time. No problems. Some folks wear masks, some don't. Moore requests using meeting areas for small groups; Board approves of this.
- Budget hearing – probably no raises will be included in budget for the county
- Summer Reading is underway using our Beanstack app. We have 184 readers signed up, as of Monday. Community goal is 1,000,000 minutes of reading/activities.
- Converse County Tourism Board stickers are in.
- Summit Investing has a new product for investment that is specific for government entities.
- Alliance has been working on security systems and hooking up new cameras. A new camera has been mounted in the corner near the windows on the south side of the Douglas second floor. Another new camera in the parking lot is needed.

**Koss made a motion to approve the purchase and installation of a new camera in the Douglas parking lot. Theel seconded. All voted; motion passed.**

- Farm walls were installed at both libraries on June 16<sup>th</sup> by Bio-Logic Designs; this is part of a grant the library received through the Wyoming Business Council.
- Medicine Bow Technologies has gathered proposals for new computers in Douglas.
- A part-time Circulation Clerk will be hired for Glenrock library. Goodwin advised hiring for a Douglas Branch Manager.
- Dead trees at both libraries need to be removed and/or replaced.
- 4<sup>th</sup> of July library closure – the libraries will be closed on Friday, July 3<sup>rd</sup> and Saturday, July 4<sup>th</sup>; Moore requested confirmation of how Holiday pay will be issued for this closure

**Pope motioned to approve Holiday pay for full-time staff for July 3<sup>rd</sup> in observance of Independence Day and to have any staff scheduled to work on Saturday, July 4<sup>th</sup> make up these hours within the week or take this time off without pay. Theel seconded. All voted; motion carried.**

Break for lunch started at 11:55 AM; meeting reinstated at 12:36 PM.

## Medicine Bow Technologies – Jonathon Coulter

- 29 of the Douglas library's computers are reaching end of warranty and have Windows 7, which is no longer supported by Microsoft; this creates a security issue.

There are two main options for proceeding:

- Upgrade existing computers to Windows 10 and extend warranty (only a 1-year extension is offered). Proposed cost is \$16,000 for upgrades, extensions, and setup of the 29 computers.
- Replace computers (with comparable machines with Windows 10 and a 3-year warranty). Proposed cost is \$40,000 for replacement of 29 computers (including setup fees).
- Discussion included options of replacing all computers at once vs. replacing them in batches and the possibility of selling the older computers. With COVID-19 still impacting library usage it was determined it would be best to replace staff computers now and replace patron computers in batches. Coulter affirmed that if there are fewer computers on the network then MBT will reduce their maintenance contract amount to reflect this decrease.

**Theel motioned to replace all staff computers in the Douglas library as well as the public computers currently being used; the remaining computers are to be retired off of the network and replaced as needed. Koss seconded. All voted; motion carried.**

- Laptop warranties have expired, but the laptops already have Windows 10. Coulter advised a "rolling refresh" on laptops, rather than extending their warranties.
- The Douglas library has two servers are going to need their warranties renewed soon.

**Koss motioned to renew the server warranties for the Douglas building. Pope seconded. All voted; motion carried.**

Meeting adjourned at 1:21 PM.

Next meeting is scheduled for July 30, 2020 in Douglas at 9:30 AM; location TBD.