

Library Board of Trustees
Regular Meeting, July 30, 2020
Minutes

Attendees: Vickie Goodwin, President; Connie Glenn, Secretary/Treasurer; Carmen Theel, Member; Kara Koss, Member; Cindy Moore, Director; Jennifer Kofoed, Glenrock Branch Manager

Guests: Hal Hutchinson, Engineer; Rachel Clifton, Assistant Director of WY Arts Council (via Zoom); Jennifer Rife, Design & Humanities Coordinator of Laramie County Library (via Zoom); Robert Casaceli, Agent of Peaks Investment/Wyoming CLASS (via Zoom)

Call to order by Goodwin at 9:38 AM

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

Koss made a motion to approve June 18, 2020 meeting minutes. Theel seconded. Motion carried.

Theel made a motion to approve the check register as presented. Glenn seconded. Motion carried.

Break started at 10:26 AM and meeting resumed at 10:35 AM.

Koss made a motion to approve an additional check brought in by Heggund for lawn mowing in Glenrock. Theel seconded. Motion carried.

Goodwin presented preliminary information about the idea of doing short-term strategic planning and the importance of staying abreast with community changes and what stakeholders are dealing with. (Local examples of fluctuation include coal and oil industries, adaptations due to COVID-19, etc.)

Director's Report

- Weeds outside Douglas library pulled
- Backup into restrooms in Glenrock
- Landscaping materials in Glenrock washed away during rainstorm (Hal checked); lawn mown
- Questions about drainage outside Douglas library
- Hired Clarissa Carter as new PT Circulation Clerk in Glenrock beginning on July 20; Erin Wolfley will be reducing hours
- Advertised Branch Manager position for Douglas. 9 applications show library experience
- Cara Dwyer started back to library this week; 2 FT staff still out in Douglas
- Summer Reading participants = 320
- End of summer activities in Glenrock, attendance picking up as week continues
- Discussion about contents of can in Douglas and in Glenrock – sale, toss?
- Options for computer disposal?
- Diversity in collections – statement from WLA/tabled

Hal Hutchinson

- Glenrock library
 - In September need to check warranties for Glenrock Library; Hutchinson requests that Moore and Kofoed start a list of anything that needs attention or repair
 - Landscaping and drainage – rainstorm flooded area which striped landscaping materials
 - Area will need to be surveyed; create plan; have contractor redo earthwork
 - Hutchinson can put together a proposal for August meeting
 - Theel – City of Glenrock is redoing waterlines; could we check and see if additional drainage could be added to the system?
 - Need to have arborist check the trees and to see what we should do going forward (Should trees be removed? What are suitable replacements?)
- Douglas library
 - Nothing new to report
 - Will seek quotes regarding catch basins and landscaping
 - Ongoing projects will be continued

Motion to hire Casper Window & Door to fix back door of Meeting Hall and to fix door sweep of patron stairwell door in the Glenrock Library – Theel moved; Koss seconded. Motion carried

Break for lunch initiated at 12:00 PM. Meeting reinstated at 1:00 PM.

Artwork & Display Discussion

- Rachel Clifton and Jennifer Rife met with the Board via Zoom to discuss ideas for art displays in the library. Benefits of a rotating artwork display vs. permanent collection discussed as well as policies to consider, potential partnerships within the community, and resources available.
- Idea of having a plaque or canvas prints of library history for Douglas library's Quiet Reading Room was discussed.

Investment Opportunity Presentation

- Robert Casaceli from Peaks Investment met via Zoom to discuss the library's potential of participating in the Wyoming Cooperative Liquid Assets Securities System (Wyoming CLASS).

Ongoing discussion of library policies has been tabled until most recent policy manual is amended.

For the annual election of officers of the Converse County Library Board of Trustees, the following nominations were made: Vickie Goodwin was nominated Board President/Chair, Jan Pope was nominated as Vice President, and Connie Glenn was nominated as Secretary/Treasurer.

Theel made a motion for Vickie Goodwin to be elected as President/Chair. Glenn seconded. Motion Carried.

Glenn made a motion for Jan Pope to be elected as Vice President. Theel seconded. Motion Carried.

Theel made a motion for Connie Glenn to be elected as Secretary/Treasurer. Glenn seconded. Motion Carried.

Adjourned at 3:08 PM; next meeting scheduled for August 25, 2020 in Glenrock at 9:30 AM.