

Lincoln County Library System

Board of Trustees Meeting, January 18, 2024
 1:00 p.m. – Lincoln County Library – Kemmerer, Wyoming

The meeting was called to order at 1:02 p.m. by Chairperson Countryman. Present were Board of Trustees members - Traci Countryman, Anne Bluemel, Lynn Donnelley (via video-conference), Commissioner Teri Bowers (via video-conference), Director - Missy Harris and Operations Manager - October Dunford. Board of Trustees members Gayle Chadwick and Ann Willford were absent.

Chairperson Countryman asked if there were any changes to the agenda or to the minutes of December 21, 2023. There were no changes.

The agenda and minutes were accepted by consensus.

Acceptance of Bills:

It was moved to accept the end of month December 2023 vouchers in the amount of \$115,599.07 and January 2024 vouchers in the amount of \$ 5,469.65 (Bluemel/Donnelley); motion carried.

Action items:

Budget Hearing - Appropriation of Unanticipated Revenue

The Lincoln County Library System received a check in the amount of \$61,500 from the County Commissioners to cover a \$3,000 bonus for full time employees who work 30 hours or more per week, and a \$1,500 bonus for part time employees who work 20-29 hours per week. After discussion, it was moved to accept the unanticipated revenue in the FY24 Budget as outlined below. (Bluemel/Donnelley); Motion carried.

The amended FY24 Budget is \$1,983,087.

Monies to be distributed into the 8108 Bonus account as follows:

Alpine	A-8108	\$9,000	System	S-8108	\$9,000
Cokeville	C-8108	\$6,000	Star Valley	SV-8108	\$12,000
La Barge	L-8108	\$4,500	Thayne	T-8108	\$9,000
Kemmerer	K-8108	\$12,000			
				Bonus Total	\$61,500

Funding Requests

a. Bonus for Part Time Employees who work 10 hours per week

Director Harris requested the Board approve a \$750 bonus for our 3 part time employees who work 10 hours a week, for a total cost of \$2,250 along with a transfer of funds between budget categories as listed below. After discussion, it was moved to accept the proposal as presented. (Bluemel/Donnelley); Motion carried.

System	S-820115	-\$2,250		Cokeville	C-8108	\$1,500
				Thayne	T-8108	\$750
eBooks	Total	-\$2,250		Bonus	Total	+\$2,250

b. Facilities: Lincoln County Library

Director Harris requested funding for maintenance repairs for the Lincoln County Library restrooms up to \$6,000, with a transfer of funds between budget categories to cover the cost as listed below. After discussion, it was moved to accept the proposal as presented. (Bluemel/Donnelley); Motion carried.

Kemmerer	K-8852	-\$6,000	Kemmerer	K-8703	\$6,000
	Capitalized Expense			Maintenance Equipment/Repairs	

Transfer of Funds Between Accounts

Director Harris requested a transfer of funds to cover the cost of the automatic doors, which was approved by the Board in January, as listed below. It was moved to accept the transfer of funds as presented. (Bluemel/Donnelley); Motion carried.

Alpine	A-8852	-\$5,000		System	S-8851	\$20,000
Cokeville	C-8852	-\$5,000				
La Barge	L-8852	-\$5,000				
Star Valley	SV-8852	-\$5,000				
	Capitalized Expense	-\$20,000			Non-Capitalized Expense	+\$20,000

FY24 Board Meeting Date Change - May

Director Harris requested the Board Meeting date be changed from May 16, 2023 to May 23, 2024. After discussion, it was moved to change the board meeting date to May 23, 2024. (Bluemel/Donnelley); Motion carried.

Discussion Items:

FY24 Strategic Plan

Highlights from the Strategic Plan goals for December include:

- Seek Partnerships for Collaboration (Goal #1)
 - SV partnered with the Bank of Star Valley for a toy and book drive.
 - LCLS partners with Medicare every December to assist during the annual enrollment period.
- Participate in Community Events (Goal #1)
 - Cokeville partnered with the Cokeville schools for an afternoon with Santa.
 - LCL hosted a Community Giving Tree to benefit Emerald Housing.
- Staff Training (Goal #3)
 - Director Harris successfully completed a Leadership in Small and Rural Libraries class.
 - Thayne Branch Manager Richards completed 9 credit hours toward her MLIS degree.

Staff Recognition

Joanna Howard, La Barge Branch Manager, was recognized for her five years of service.

Facilities

The equipment needed for the automatic doors in the Alpine, Cokeville, La Barge, Lincoln County, and Star Valley libraries has been received. Installation date is unknown at this time.

Upcoming events were noted.

Financial statements, branch manager's and youth service librarian's reports were reviewed.

Chairperson Countryman asked if there were any public comments. There were none.

It was moved to adjourn the meeting at 1:46 p.m. (Bluemel/Donnelley); motion carried.

Submitted by

Date

Traci Countryman, Chairperson

Date