

## Lincoln County Library System

Board of Trustees Meeting, October 15, 2020  
1:00 p.m. – Lincoln County Library – Kemmerer, Wyoming

The meeting was called to order at 1:02 p.m. by Chairman Tratnik. Present were Board of Trustees members – Anne Bluemel, Lynn Donnelley (via tele-conference), Lorelle McPhee (via tele-conference), Diane Sakai (via tele-conference), Rosalie Tratnik; Assistant Director – Missy Harris; and Director – Richard Landreth.

There were no public comments.

Chairman Tratnik asked if there were any changes to the agenda or to the minutes of September 17, 2020. There were no changes. The agenda and minutes were accepted by consensus.

Lorelle moved to accept the end-of-month September 2020 vouchers in the amount of \$104,742.55, and September 2020 vouchers in the amount of \$16,801.75. Anne seconded. Motion carried.

Action Items:

No action items.

Discussion Items:

Action Plan Update: Procedures that were removed from the policy manual are being reviewed. The revised Director's job description has been sent to Anne Bluemel for her input.

Covid-19: Lincoln County Library System continues to run at Stage 4 of the Closing/Opening plan.

- Curbside pickup service is still being used.
- 56+ virtual programs (storytime, etc.) were presented across the Library System.

Staffing: Lincoln County Library: Caitlyn Miller started as library assistant on September 21. A candidate for the youth services position has been hired and will start on November 4.

Star Valley: A candidate for the library assistant position has been hired and will start on October 9.

Facilities: Lincoln County Library: DJ's Glass fixed a few roofing problems.  
Cokeville: Due to lack of electricity on September 8, 2020 the building was closed until about 4:30 p.m.

Star Valley: A leaking water pipe was discovered in the restroom and repaired.

Technology: Cokeville: Missy worked on the cloud key and other connectivity issues.

Upcoming events were noted.

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

Chairman Tratnik adjourned the meeting at 1:15 p.m.

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Submitted by

\_\_\_\_\_  
date

\_\_\_\_\_  
Rosalie Tratnik, Chairman

\_\_\_\_\_  
date

The October payroll, payroll taxes and other payables totaled \$87,396.94.