

Lincoln County Library System

Board of Trustees Meeting, November 17, 2022

1:00 p.m. – Lincoln County Library – Kemmerer, Wyoming

The meeting was called to order at 1:06 p.m. by Chairman Countryman. Present were Board of Trustees members – Anne Bluemel, Gayle Chadwick (via teleconference), Traci Countryman and Lynn Donnelley (via tele-conference), Ann Willford; Director – Richard Landreth. Assistant Director - Missy Harris was absent.

Chairman Countryman asked if there were any changes to the agenda or to the minutes of October 20, 2022. There were no changes. The agenda and minutes were accepted by consensus.

Ann moved to accept the end-of-month October 2022 vouchers in the amount of \$94,699.58 and November 2022 vouchers in the amount of 16,302.28. Gayle seconded. Motion carried.

There were no Action Items.

Discussion Items

FY23 Action Plan (Goals): At this point buildings are all collecting data to analyze at a date in the not too distant future. For more information see attached Action Plan.

Strategic Planning: Richard discussed exactly what are Mission, Vision and Values Statements (current ones listed). As the first step in creating a new strategic plan he showed examples of what a small committee of stakeholders have been working on in terms of these 3 statements. Determining if they are still viable, or if changes are needed.

There will also be a steering committee of stakeholders who will assist in formulating the strategic plan. Ann and Lynn both volunteered to be on this committee.

Staffing:

Lincoln County Library: Chrish Johnson started as the youth services librarian.

Thayne Branch Library: Kelsey Richards is the new branch manager.

Star Valley Branch Library: Shani Miller celebrates 5 years of service with Lincoln County Library System.

General Safety Training: On October 10, 2022 employees across the Library System participated in general safety training presented by the Lincoln County Sheriff's Department.

Collaboration: A group of librarians from Alpine, Thayne and Star Valley Branch Libraries met with Lincoln County School District #2 secondary librarians on October 12, 2022 to chat about what the System can do for the LCSD#2 librarians.

Facilities: Star Valley: On Friday, November 4, 2022 the existing sewer line at the Star Valley Branch was connected to a grinder pump and new line crossing the parking lot next door.

Thayne Building Lease: On November 16 Richard attended the Thayne Town Council meeting at the request of the County Commissioners to gather information. In the next few days, he will be submitting a formal request for information from the Council.

Anne moved to adjourn into Executive Session. Ann seconded. Motion carried. Chairman Countryman moved into Executive Session at 2:02 pm to discuss personnel.

Ann moved to reconvene the Regular Session. Anne seconded. Motion carried. Chairman Countryman reconvened the Regular Session at 2:22 pm.

Anne moved to accept Richard's pending retirement, Ann seconded, sometime before June 2, 2023.

Anne asked to be the point person for a new Director search. Richard and Missy were asked to be actively involved in this process as well. A few items of note: a staff survey will be conducted and feedback will be sent to Anne by Dec. 1. The plan is to have the first round of virtual interviews starting Feb. 1. Possible candidates will be asked to come to Kemmerer for an in-person interview for a second interview. There was discussion about a possible starting salary of \$70,000/year. Richard was asked to check to ensure the lclsboard@linclib.org email address is still active. Board members were asked to think about possible interview questions as well.

Upcoming events were noted.

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

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

Anne moved and Lynn seconded to adjourn the meeting. Chairman Countryman adjourned the meeting at 2:35 p.m.

Submitted by

date

Traci Countryman, Chairman

date

The November payroll, payroll taxes and other end of month payables totaled \$93,708.85.