

## Lincoln County Library System

Board of Trustees Meeting, December 17, 2020

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

The meeting was called to order at 1:09 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; Commissioner Kent Connelly and Director – Richard Landreth. Missy Harris- Assistant Director was absent.

There were no public comments.

Chairman Tratnik asked if there were any changes to the agenda or to the minutes November 19, 2020. There were no changes. The agenda and minutes were accepted by consensus.

Diane moved to accept the end-of-month November 2020 vouchers in the amount of \$90,087.81, and December 2020 vouchers in the amount of \$18,526.39. Anne seconded. Motion carried.

### Action Items:

Lorelle moved to accept the corrections to the LCLS Policy Guidebook. Diane seconded. Motion carried.

Diane moved to approve the Director's Job Description as presented. Lynn seconded. Motion carried.

### Discussion Items:

Action Plan Update: Richard and Missy have finished editing procedures pulled from the old manual. It is now on to Wendi, Sherry and Richard for another round of editing to ensure what is there is correct! See Action Plan for individual updates.

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

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

### Staffing:

Lincoln County Library: Sarah Humphries started November 4, 2020 as a Youth Services Librarian.

Celebrations: Mariah Bassett (Star Valley Branch) and Bill Kelley (Alpine Branch) have both been with the Lincoln County Library System for 5 years.

Facilities:

La Barge: Matt installed a digital thermostat that can be monitored from Kemmerer.

Technology:

Star Valley: Internet wiring infrastructure was updated/upgraded.

Budget discussion:

Commissioner Connelly discussed with the Board the budget outlook for the next few years and how that might affect the library. He also discussed how the pandemic has affected the County budget.

Upcoming events were noted.

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

Chairman Tratnik adjourned the meeting at 2:13 p.m.

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Submitted by

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date

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Rosalie Tratnik, Chairman

\_\_\_\_\_  
date

The December payroll, payroll taxes and other payables totaled \$102,836.75.