

Lincoln County Library System

Board of Trustees Meeting, February 15, 2024

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

The meeting was called to order at 1:00 p.m. by Chairperson Countryman. Present were Board of Trustees members - Traci Countryman, Ann Bluemel, Ann Willford, Gayle Chadwick (via video-conference), Director - Missy Harris and Operations Manager - October Dunford. Board of Trustees member Lynn Donnelley was absent.

Chairperson Countryman asked if there were any changes to the agenda or to the minutes of January 18, 2024. Director Harris requested Discussion Item 5.j. Executive Session be added. There were no other changes. The amended agenda and minutes were accepted by consensus.

Acceptance of Bills

It was moved to accept the end of month January 2024 vouchers in the amount of \$201,823.45 and February 2024 vouchers in the amount of \$16,383.74 (Bluemel/Chadwick); Motion carried.

Action items

None

Discussion Items

FY24 Strategic Plan

Highlights from the Strategic Plan goals for January include:

- Seek Partnerships for Collaboration (Goal #1)
 - Friends of a Legacy (F.O.A.L) will have a photo display at LCL in March.
- Collect Data throughout the county (Goal #2)
 - Annual Report for the State Library completed.
- Staff Training (Goal #3)
 - Director Harris and Operations Manager Dunford successfully completed QuickBooks Online Class.

Technology

Issues with the computers throughout the county have been identified and addressed. Action has been taken to fix these issues.

Commissioner Meeting

Director Harris and Operations Manager Dunford attended the Commissioner's Meeting on January 16, 2024. Updates on the happenings at the library were discussed.

Annual Report

Director Harris submitted the Annual Report to the State Library on January 3, 2024.

Board Training

The Wyoming Department of Audit is now offering a self-paced course to accommodate public officers training requirements set forth in W.S. 9-1-510, there is no requirement to pre-register. The online exam is designed to obtain a student's information. There are 6 modules to watch and then an online exam. Materials, Video, and Exam Questions can be

found at: <https://audit.wyo.gov/public-funds/training-public-officer> .

Inactive Patron Purge

Director Harris worked with the State Library to complete an inactive patron purge. We will conduct this purge annually in January. This helps keep our records up to date and our network fees lower.

Facilities

LCL: Restroom stalls have been ordered and replacement ceiling tiles are on site awaiting installation.

Star Valley: The pressure switch was tripped and caused a loss of heat. The cause was identified and fixed on January 16, 2024.

Annual Staff Reviews

Annual reviews are currently being conducted and will be concluded by February 29, 2024 for all staff.

Upcoming events were noted.

Executive Session - Personnel

The Board moved into Executive Session at 1:19 p.m. to discuss personnel. (Willford/Bluemel); Motion carried.

The Board adjourned the Executive Session and reconvened the regular session at 1:24 p.m. (Willford/Bluemel); Motion carried.

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 1:28 p.m. (Willford/Bluemel); Motion carried.

Submitted by

Date

Traci Countryman, Chairperson

Date

Anne Bluemel, Treasurer

Date