

## Lincoln County Library System

Board of Trustees Meeting, July 18, 2024

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

The meeting was called to order at 1:02 p.m. by Vice Chairperson Chadwick. Present were Board of Trustees members – Anne Bluemel (via video-conference), Gayle Chadwick (via video-conference), Jean Kelley, Rosalie Tratnik and Ann Willford; Director - Missy Harris and Operations Manager - October Dunford.

Vice Chairperson Chadwick asked if there were any changes to the agenda or to the minutes of June 20, 2024 and Executive Session minutes of June 20, 2024. Anne Bluemel asked that the minutes be changed to reflect she was in person on the Foundation minutes and Executive Session minutes. There were no other changes. The agenda and minutes were accepted by consensus with the noted changes.

Reorganization of the Board: Jean Kelley moved to accept the slate of officers: Anne Bluemel, Chairperson; Gayle Chadwick, Vice-Chairperson; Ann Willford, Treasurer. Rosalie Tratnik seconded; Motion carried.

It was moved to accept the end of month June 2024 vouchers in the amount of \$163,036.03 and July 2024 vouchers in the amount of \$3,613.63 (Willford/Chadwick); Motion carried.

### Action Item

a. Approve FY25 Budget

After some discussion, the FY25 Budget, in the amount of \$2,176,723.00, which includes the new salary schedule, was approved. (Willford/Kelley); Motion carried.

b. Transfer of Funds

After some discussion, the transfer of funds in the amount of \$100,000 from WGIF Cash Reserves to WGIF General Funds was approved. (Willford/Chadwick); Motion carried.

c. Approve FY25 Board Meeting Dates

The FY25 Board Meeting Dates were approved as presented. (Tratnik/Willford); Motion carried.

d. Accept FY25 Depository Banks

The FY25 Depository Banks were accepted as presented. (Willford/Chadwick); Motion carried.

e. Approve FY25 Contract with Wade Hirschi, CPA, PC

The FY25 Contract with Wade Hirschi, CPA, PC was approved as presented. (Tratnik/Willford); Motion carried.

## Discussion Items

### Board Member:

Jean Kelley has been appointed to her first full term as a board member. This term will expire on June 30, 2027.

Rosalie Tratnik has been appointed as a board member. This term will expire June 30, 2027.

### FY24 Strategic Plan:

Highlights from the Strategic Plan goals for June include:

- GOAL #1: Strengthen marketing and outreach services to improve public awareness of library programs and services.
  - Expand outreach and programs.
    - SV collaborated with the Greys River Ranger Station and the Forest Service for a program on Bear Safety (June).
  - Seek partnerships for collaboration.
    - La Barge Branch has partnered with the Town of La Barge to provide a community garden for residents.

### Board Training:

The Wyoming Department of Audit is offering a self-paced course to accommodate public officers training requirements set forth in W.S. 9-1-510. 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>. **Per the statute, any public officer who does not complete the training within one year of being appointed to the board may be removed from the board.**

### Staff:

Alpine Branch Library: Rachelle Draney, Youth Services, is celebrating fifteen years of service on July 16, 2024.

Thayne Branch Library: Rhonda Merritt, Youth Services, is celebrating ten years of service on July 16, 2024.

### Facilities:

Alpine: The carpets in the library were cleaned in June. The outdoor solar lights for the parking lot is scheduled to be installed in July. The County is funding this project.

Cokeville: The outside of the Cokeville library was painted in June.

La Barge: The new outdoor sign was installed in June. The sign was damaged when it was installed and the vendor is to replace it.

LCL: The concrete work necessary to bring the front entrance of the library into compliance with ADA regulations has been approved and will be funded by the County. County maintenance will be in charge of this project.

Star Valley: The carpets in the library were cleaned in June.

Thayne: The carpets in the library were cleaned in June.

Technology:

Technology/computers are continuing to be monitored and repaired or replaced as needed.

Upcoming events were noted.

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

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

It was moved to adjourn the meeting at 1.58 p.m. (Willford/Tratnik); Motion carried.

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Submitted by

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Date

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Anne Bluemel, Chairperson

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Date

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Ann Willford, Treasurer

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Date