

## Lincoln County Library System

Board of Trustees Meeting, August 15, 2024

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

The meeting was called to order at 1:03 p.m. by Vice Chairperson Chadwick. Present were Board of Trustees members - Gayle Chadwick (via video-conference), Jean Kelley (via video-conference), and Rosalie Tratnik; Director - Missy Harris and Operations Manager - October Dunford. Anne Bluemel and Ann Willford were absent.

Vice Chairperson Chadwick asked if there were any changes to the agenda or to the minutes of July 18, 2024. There were no changes. The agenda and minutes were accepted by consensus.

### Acceptance of Bills

It was moved to accept the end of month July 2024 vouchers in the amount of \$86,747.89 and the August 2024 vouchers in the amount of \$5,952.80 (Kelley/Tratnik); Motion carried.

### Action items

Proposed Study Room Policy

After some discussion, the board has approved the policy as presented. (Tratnik/Kelley); Motion carried.

### Discussion Items

### FY25 Strategic Plan

Highlights from the Strategic Plan goals:

- GOAL #1: Strengthen marketing and outreach services to improve public awareness of library programs and services.
  - Expand outreach and programs.
    - Star Valley Branch is now providing email blasts to patrons for events in the library.
  - Seek partnerships for collaboration.
    - Cokeville and the Lincoln County Library collaborated with the Wyoming Junior Duck Stamp Program to host the “Top 100 Works” from around the state.

### FY24 Annual Report

On August 13, 2024, Director Harris submitted an Agency Update for FY24 and a brief look ahead for FY25 to the Lincoln County Commissioners.

### Board Training

**Must be completed by June 30, 2025.** 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

Star Valley Branch: Krysti Wood, Library Assistant resigned on July 24, 2024. Polly Miner was hired to fill the position on July 25, 2024.

## Facilities

Alpine Branch: The outdoor solar lights in the parking lot were installed on July 5, 2024.

La Barge Branch: The new outdoor sign was installed on July 31, 2024. County maintenance installed a wooden frame around the sign to give it a more polished appearance.

## Manager Training

The ADA and Workplace Harassment Training for all managers is scheduled for September 24, 2024 at 9:00 a.m. and will be provided by LGLP.

Upcoming events were noted.

Financial statements, Branch Manager's and Youth Service Librarian's reports were reviewed.

Vice Chairperson Chadwick asked if there were any public comments. There were none.

It was moved to adjourn the meeting at 1:35 p.m. (Kelley/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

\_\_\_\_\_  
Date