

## Lincoln County Library System

Board of Trustees Meeting, September 19, 2024

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

The meeting was called to order at 1:01 p.m. by Chairperson Bluemel. Present were Board of Trustees members - Anne Bluemel, Jean Kelley (via video-conference), Rosalie Tratnik and Ann Willford; Director - Missy Harris and Operations Manager - October Dunford. Board of Trustees member Gayle Chadwick was absent.

Chairperson Bluemel asked if there were any changes to the agenda or to the minutes of August 15, 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 August 2024 vouchers in the amount of \$139,424.59 and the September 2024 vouchers in the amount of \$6,878.37 (Willford/Tratnik); Motion carried.

### Action items

None

### 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.
  - Seek Partnerships for collaboration
    - Alpine collaborated with the Alzheimer's Association, Wyoming Chapter and the Bank of Jackson Hole for a Lunch & Learn Empowered Caregiver series on communicating effectively.
    - LCLS Director Harris met with Sabine Schenk, Program Manager, to explore partnership opportunities and the ways the libraries can support the mission of the Wyoming Center on Aging.
- GOAL #3: Identify individual staff strengths to capitalize on cross training needs system wide.
  - A staff member from the Thayne Branch Library traveled to Star Valley to provide training on proper serial control procedures for managing magazines.

### 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

Thayne Branch Library: Andre Williams, Library Assistant, was hired on August 21, 2024. Andre had previously been a substitute for the library.

## Facilities

Lincoln County Library: An estimate to install solar cool bronze tint on the 2nd floor windows to help sun glare and excessive heat in the summer was received by DJ's Glass and approved in the amount of \$2000.

## Training

On August 14, 2024, Director Harris participated in a free webinar on Homeless Training. She found the session highly informative and plans to attend more of these sessions to evaluate their potential for staff training.

## 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 Managers and Youth Service Librarians reports were reviewed.

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

It was moved to adjourn the meeting at 1:23 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