

Lincoln County Library System

Board of Trustees Meeting, March 20, 2025

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, Gayle Chadwick (via video-conference), Jean Kelley (via video-conference), Ann Willford; Director - Missy Harris and Operations Manager - October Dunford. Board of Trustees member Rosalie Tratnik was absent.

Chairperson Bluemel asked if there were any changes to the agenda or to the minutes of February 20, 2025. There were no changes. The agenda and minutes were approved by consensus.

Acceptance of Bills

It was moved to accept the end of month February 2025 vouchers in the amount of \$137,696.71 and the March 2025 vouchers in the amount of \$13,681.63 (Kelley/Chadwick); Motion carried.

Action Items

Approve FY26 Proposed Budget

The Board of Trustees reviewed and discussed the proposed FY26 budget in detail. After addressing several key considerations, the Board approved the budget as presented in the amount of \$2,576,761. (Willford/Kelley); Motion carried. The approved budget will be presented to the County Commissioners on May 5, 2025.

Adopt Proposed Social Media Policy

The Social Media Policy was posted in the libraries and at the Lincoln County Courthouse for a 45-day public comment period, January 6 - February 24, 2025. No public feedback was received. After discussion, the Board of Trustees adopted the Social Media Policy as presented. (Kelley/Chadwick); 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.
 - Develop a marketing plan and implement strategies.
 - Cokeville provided a space for the Cokeville Cares Service Club for their meeting. They made fleece blankets for a humanitarian project.
 - 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.
- GOAL #3: Engage in highly collaborative, virtual communication via all libraries to increase efficiency and positive impact on services.
 - Identify individual staff strengths to capitalize on cross-training needs system-wide.

- A staff member from the Lincoln County Library provided CPR training in La Barge.

4% COLA Raise

In February, all hourly employees received a 4% Cost of Living Adjustment (COLA) raise, based on their positive performance evaluations conducted in January and the salary guidelines set by the County for 2024. As a reminder, the board is responsible for evaluating the Director's performance annually and approving any salary adjustments, with the next review scheduled for May 2025.

Facilities

Cokeville Branch Library: The automatic arm on the front door was dislodged, and temporary repairs were made to keep the door functional. County maintenance has been notified for further repairs.

La Barge Branch Library: The back door glass seal was repaired on February 10, 2025 by DJ's Glass.

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 2:01 p.m. (Chadwick/Kelley); Motion carried.

Submitted by

Date

Anne Bluemel, Chairperson

Date

Ann Willford, Treasurer

Date