

## Lincoln County Library System

Board of Trustees Meeting, October 24, 2024

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

The meeting was called to order at 1:04 p.m. by Chairperson Bluemel. Present were Board of Trustees members - Anne Bluemel, Gayle Chadwick (via video-conference), Jean Kelley (via video-conference), Rosalie Tratnik and Ann Willford; Director - Missy Harris and Operations Manager - October Dunford. County Commissioner Teri Bowers (via video-conference).

Chairperson Bluemel asked if there were any changes to the agenda or to the minutes of September 19, 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 September 2024 vouchers in the amount of \$131,862.78 and the October 2024 vouchers in the amount of \$6193.69 (Tratnik/Willford); 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
    - Star Valley Branch collaborated with the Bridges to Independence Academy to help students with special needs work on job prep and life skills by volunteering at the library.
    - The Cokeville Branch has teamed up with the Hideout Motel to place library flyers in each room, providing guests with an easy overview of the services and programs offered. Chairperson Bluemel recommended exploring the possibility of extending this partnership to other businesses across the county.

### 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

Cokeville Branch Library: Shawnee Moore, Library Assistant, celebrated five years of service on Sept. 2, 2024.

Lincoln County Library: Melissa Soelter, Library Assistant, celebrated ten years of service on Sept. 2, 2024.

## Facilities

Alpine Branch Library: The Alpine Library staff would like to extend a heartfelt thank you to the County Commissioners and the Library Board for the new solar lights installed to illuminate the parking lot.

Lincoln County Library: Director Harris received two quotes from DJ's Glass for the installation of a new front entrance to improve accessibility, weatherproofing, and energy efficiency. The quote for the exterior entrance is \$26,409.30, while the interior entrance is quoted at \$11,340.95, for a total of \$37,750.25. Director Harris has consulted with County Maintenance and, pending the Board's approval, plans to present the quotes to the County Commissioners to request funding for the project. The Board is supportive of Harris's initiative and encourages Harris to move forward with discussions with the Commissioners.

## County Audit

The Jones Simkins auditor visited the Lincoln County Library on September 19, 2024. The audit went smoothly with no issues identified. The official audit report will be shared with the Board once it's complete, likely around December.

## Banned Books 101

Chairperson Bluemel attended the presentation and found it to be well-organized and informative. Director Harris will send the board members the information as soon as it becomes available.

## Manager Training

The ADA and Workplace Harassment Training for all managers took place on September 24, 2024. All building managers, Operations Manager and the Director were in attendance. This training completed all the requirements of the settlement agreements. Updating the job descriptions will be something the Director will be working on. It has been recommended that we revise them to clearly outline essential job duties.

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 1:40 p.m. (Tratnik/Willford); 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