

## Lincoln County Library System

Board of Trustees Meeting, November 21, 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, Jean Kelley, Rosalie Tratnik and Ann Willford; Director - Missy Harris and Operations Manager - October Dunford.

Chairperson Bluemel asked if there were any changes to the agenda or to the minutes of October 24, 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 October 2024 vouchers in the amount of \$113,130.43 and the November 2024 vouchers in the amount of \$4,120.93 (Willford/Kelley); Motion carried.

### Action Items

The board has accepted the employee evaluation form, with the proposed changes as discussed (Kelley/Tratnik). 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.
  - Participate in community events to promote library services and resources.
    - Cokeville had a booth representing the library at the Cokeville PTO's Halloween Carnival.
- GOAL #3: Engage in highly collaborative, virtual communication via all libraries to increase efficiency and positive impact on services.
  - Facilitate staff training in needed areas.
    - Director Harris completed the 3 week course from the Library Journal Professional Development on Fundamentals of Librarianship for Frontline Staff.

### 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

Nine staff members from across the Lincoln County Library System attended the Wyoming Library Association Conference in Casper from October 9-11, 2024. The conference offered valuable opportunities for personal development, networking, and staying up-to-date with the latest trends in the library field.

Director Harris participated in the annual Director's Retreat in Jackson from October 16-18, 2024. The retreat focused on leadership training and covered current laws relevant to libraries, particularly in the context of book bans.

#### Facilities

Lincoln County Library: On November 12, 2024 Director Harris appeared before the County Commissioners to request assistance with a facelift to the front entrance of the library, which will make it ADA accessible, more weatherproof, and energy-efficient. The Commissioners requested additional bids be received and to bring the project back for re-consideration during the FY26 budget process.

#### Public Library Statistics

Wyoming led the nation in number of library visits per person in 2022.

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 1:43 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