

Lincoln County Library System

Board of Trustees Meeting, November 21, 2019

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

The meeting was called to order at 1:10 p.m. by Chairman Tratnik. Present were Board of Trustees members – Anne Bluemel, Lynn Donnelley, Lorelle McPhee, Rosalie Tratnik, Diane Sakai; Assistant Director – Missy Harris; and Director – Richard Landreth.

Chairman Tratnik asked if there were any changes to the agenda or to the minutes of October 17, 2019. There were no changes. The agenda and the minutes were accepted by consensus.

Lorelle moved to accept the end-of-month October 2019 vouchers in the amount of \$88,884.63, and November 2019 vouchers in the amount of \$31,166.10. Lynn seconded. Motion carried.

Lorelle moved to approve the proposed closures for the Lincoln County Christmas Luncheons. Diane seconded. Motion carried.

Anne moved to approve closing the Cokeville Branch Library on the day the new skylights are installed. Lorelle seconded. Motion carried.

Anne moved to approve moving the FY18 contingency \$45,515 into the WGIF Reserve Fund. Lynn seconded. Motion carried.

Lorelle moved to adjourn the Regular Session and convene the Executive Session to discuss personnel at 1:59 p.m. Anne seconded. Motion carried.

Anne moved to adjourn the Executive Session and reconvene the Regular Session at 2:20 p.m. Lorelle seconded. Motion carried.

Anne moved to approve the salary increase for the Director as discussed in Executive Session effective 11/21/2019. Lynn seconded. Motion carried.

Discussion Items:

5.a. Action Plan Update: The October 14th symposium was a success. Staff filled out an “evaluation” form with many suggesting that this become a yearly event. Not sure if that will work, but every other year is a possibility. Work is continuing on each of the other goals.

5.b. Research Institute for Public Libraries: The Wyoming State Library sponsored Richard to attend a RIPL workshop in Billings, MT on October 6-9. Workshop sessions included collecting and presenting data.

5.c. Facilities:

1. Cokeville Branch: Skylights were not installed in October. Shane stated that they were being built the week of November 11 and then shipped to the installer. The board approved closing the library on the date the skylights are installed.

2. Star Valley Branch: The entire parking lot has been resurfaced and while they were at it they fixed the slope issue at the back door of the building. There is a strip next to the building that they couldn't resurface because of ice. The plan is to complete that in the Spring 2020. New gas furnaces were installed and the air conditioner component will go in during Summer 2020.

5.d. Staffing:

1. Celebrations: Tammy Plowman has been with the Cokeville Branch Library for 5 years. Congratulations Tammy!

5.e. Budget: Richard reviewed some Budget concerns and items the Board should be aware of for the next fiscal year.

5.f. Technology:

1. Computers: Two new computers were delivered to Star Valley.

2. Copiers: LCLS received three bid proposals for new copiers in La Barge, Kemmerer and Star Valley. A new five year lease was signed with Ricoh. The cost per month for the four copiers is \$741.35. The old lease averaged \$931.00/month.

5.g. Upcoming

1. Librarian's Meeting – November 26, 2019, Cokeville Branch Library
2. Board Meeting – December 19, 2019, Lincoln County Library, Kemmerer

Financial statements, branch manager's and youth service librarian's reports were reviewed.

Chairman Tratnik adjourned the meeting at 2:24 p.m.

Submitted by

date

Rosalie Tratnik, Chairman

date

The November payroll, payroll taxes and other payables totaled \$94,063.79.