

Lincoln County Library System

Board of Trustees Meeting, September 17, 2020

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

The meeting was called to order at 1:07 p.m. by Chairman Tratnik. Present were Board of Trustees members – Anne Bluemel, Lynn Donnelley (via tele-conference), Lorelle McPhee (via tele-conference), Rosalie Tratnik; Assistant Director – Missy Harris; and Director – Richard Landreth. Diane Sakai was absent.

Chairman Tratnik asked if there were any changes to the agenda or to the minutes of August 20, 2020. There were no changes. The agenda and minutes were accepted by consensus.

Lorelle moved to accept the end-of-month August 2020 vouchers in the amount of \$68,912.39, and September 2020 vouchers in the amount of \$17,489.30. Anne seconded. Motion carried.

Action Items:

Anne moved to approve the FY21 Action Plan. Lorelle seconded. Motion carried.

Discussion Items:

Action Plan Update: The revised Director's job description will be completed by October.

Covid-19: Lincoln County Library System continues to run at Stage 4 of the Closing/Opening plan.

- Curbside pickup service is still being used.
- 25 virtual programs (storytime, etc.) were presented across the Library System.

Staffing: Lincoln County Library: October Dunford was promoted to building manager. Kera Wakefield resigned. We are advertising for two library assistants.

La Barge: Cassidy Brandt was hired to fill the library assistant position.

Star Valley: Melissa Haderlie completed her Masters of Library and Information Science degree. We are advertising for a library assistant.

Technology:

Website: The migration to a new website host has been completed. Richard and Missy continue to make changes/edits to the website.

Software: Missy upgraded Team Viewer and Clean Slate licensing to be more compatible with Windows 10.

Upcoming events were noted.

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

Chairman Tratnik adjourned the meeting at 1:23 p.m.

Submitted by

date

Rosalie Tratnik, Chairman

date

The September payroll, payroll taxes and other payables totaled \$104,742.55.