

## Lincoln County Library System

Board of Trustees Meeting, February 16, 2023

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

The meeting was called to order at 1:05 p.m. by Chairman Countryman. Present were Board of Trustees members – Anne Bluemel, Gayle Chadwick (via teleconference), Traci Countryman and Lynn Donnelley (via tele-conference), Ann Willford (via teleconference; Assistant Director - Missy Harris, Director – Richard Landreth and Commissioner Teri Bowers.

Chairman Countryman asked if there were any changes to the agenda or to the minutes of January 19, 2023. There were no changes. The agenda and minutes were accepted by consensus.

Anne moved to accept the end-of-month January 2023 vouchers in the amount of \$107,639.70 and February 2023 vouchers in the amount of \$17,398.05. Gayle seconded. Motion carried.

### Action Items

Gayle made a motion to move the March board meeting date from March 16 to March 23, 2023. Anne seconded. Motion carried.

### Discussion Items

FY23 Action Plan (Goals): Discussion about adjustments to building hours took place. The building manager's and Director's guide are both nearing completion and focus has turned to a new employee guidebook. For more information see attached Action Plan.

### Strategic Planning:

1. The mission/vision/values statements committee sent the final recommendation to the Library Board. (Board voted to adopt on 1/19/2023).
2. The steering committee met on January 11, 2023 to discuss historical library data and the history of Lincoln County.
3. County retreat (large Zoom meeting) took place on January 25, 2023. Citizens across Lincoln County talked with facilitators about the Library System.
4. The community survey ended January 23, 2023.
5. Staff survey ended January 13, 2023.

### Staffing:

Thayne Branch Library: Trinity Roberson started as a library assistant on January 3, 2023.

Star Valley Branch Library: Elizabeth (Lizzy) Larson was hired as a youth services librarian. Her start date is February 1, 2023.

Thayne Building Lease: Richard contacted the Town of Thayne by email and letter about the concerns with the lease agreement. The plan is to have a representative (Joe Heward) attend the March Library Board meeting to discuss these concerns.

Blood Pressure Kits: The Lincoln County Library System has partnered with the Wyoming Center on Aging at the University of Wyoming and the Wyoming Department of Health Chronic Disease Prevention Program to provide blood pressure kits to be circulated at each library. Each kit contains a blood pressure cuff, easy-to-read instructions, educational materials and local resources.

Anne gave an update on the director search and next steps.

Executive Session

None required.

Upcoming events were noted.

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

Chairman Countryman asked if there were any public comments. There were none.

Anne moved and Ann seconded to adjourn the meeting. Chairman Countryman adjourned the meeting at 1:25 p.m.

\_\_\_\_\_  
Submitted by

\_\_\_\_\_  
date

\_\_\_\_\_  
Traci Countryman, Chairman

\_\_\_\_\_  
date

The February payroll, payroll taxes and other end of month payables totaled \$86,528.51.