

## Lincoln County Library System

Board of Trustees Meeting, October 21, 2021

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

The meeting was called to order at 1:09 p.m. by Chairman Tratnik. Present were Board of Trustees members – Traci Countryman (via tele-conference), Lynn Donnelley (via tele-conference), Diane Sakai (via tele-conference), Lorelle McPhee and Rosalie Tratnik; Director – Richard Landreth.

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

Chairman Tratnik asked if there were any changes to the agenda or to the minutes September 16, 2021. There were no changes. The agenda and minutes were accepted by consensus.

Lorelle moved to accept the end-of-month September 2021 vouchers in the amount of \$97,162.23 and October 2021 vouchers in the amount of \$16,020.47. Lynn seconded. Motion carried.

### Action Items

Monthly Policy Review: It was suggested a statement similar to the following be added to materials policy:

Responsibility for materials selected, and read, by children and adolescents rests with their parents or legal guardians. The Lincoln County Library System does not stand in loco parentis.

Richard will contact the County Attorney to ensure the wording is correct and will bring it back in November.

### Discussion Items

- a. FY22 Action Plan: Librarians across the System are preparing for the training Symposium on October 11. Richard and the managers formulated a plan to work on the rest of the goals.
- b. COVID-19 Update: Lincoln County Library System is continuing to monitor changes and adjust protocols as needed.
- c. Serials Training: Sheryl and Richard conducted serials (magazine) training at each of the six libraries and finished up in late September.
- d. Facilities: Parking lots at Lincoln County Library and Alpine Branch were “crack sealed.”
- e. Technology: The Foundation purchased a new microfilm machine for Lincoln County Library.
- f. Contracted Services:
  1. Gayle Chadwick has been engaged to be the System Courier. She will make one run a month to each of the libraries.
  2. La Barge Cleaning: Tammey Walthall is resigning as the contracted cleaning service for the La Barge Branch effective November 1, 2021. A search for a new cleaning service is in progress.

Upcoming events were noted.

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

Lynn moved and Traci seconded to adjourn the meeting. Chairman Tratnik adjourned the meeting at 1:33 p.m.

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Submitted by

\_\_\_\_\_  
date

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Rosalie Tratnik, Chairman

\_\_\_\_\_  
date

The October payroll, payroll taxes and other end of month payables totaled \$90,353.60.