

Lincoln County Library System

Board of Trustees Meeting, November 19, 2020

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

The meeting was called to order at 1:01 p.m. by Chairman Tratnik. Present were Board of Trustees members – Anne Bluemel, Lynn Donnelley (via tele-conference), Lorelle McPhee (via tele-conference), Diane Sakai (via tele-conference), Rosalie Tratnik; Assistant Director – Missy Harris; and Director – Richard Landreth.

There were no public comments.

Chairman Tratnik asked if there were any changes to the agenda or to the minutes of October 15, 2020. There were no changes. The agenda and minutes were accepted by consensus.

Anne moved to accept the end-of-month October 2020 vouchers in the amount of \$87,396.94, and November 2020 vouchers in the amount of \$23,749.06. Lorelle seconded. Motion carried.

Action Items:

No action items.

Discussion Items:

Action Plan Update: Richard and Missy are editing procedures pulled from the old manual. The Director's job description has been reviewed and Richard will have a draft at the December Board meeting month.

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

Curbside pickup service is still being used.

81+ virtual programs (storytime, etc.) were presented across the Library System.

Staffing:

Star Valley: Sarah Stang started as library assistant on September 21, 2020.

Lincoln County Library: Vacant position set to be filled November 4, 2020.

Facilities:

Lincoln County Library: DJ's Glass fixed a few roofing problems.

Thayne: Due to lack of electricity on October 27, 2020 the branch closed at 3 pm.

Technology:

Cokeville: All West buried fiber optic wire to the building. We were notified that the drop probably won't go into the building until Spring.

Alpine and Thayne: Internet wiring infrastructure was updated/upgraded.

WLA and Director’s Retreat:

Wyoming Library Association: On October 8-9, 2020 the annual WLA Conference was held as a virtual conference.

Director’s Retreat: The 2020 Director’s Retreat was held virtually on October 22 and regional directors met on October 23rd.

Budget and economy: Discussion of the CREG report and the document shared by Commissioner Connelly showing Wyoming’s estimated tax capacity. (https://drive.google.com/file/d/13-dgEiHpZ8_HQ4QsuCDIqPLP5zAFjspV/view?usp=sharing) and (http://eadiv.state.wy.us/creg/GreenCREG_Oct20.pdf)

Anne moved that the library hiring authorities have a discussion with the Board before filling any employee vacancies through June 30, 2021. Diane seconded. Motion carried.

The Lincoln County Christmas Luncheon has been cancelled.

Upcoming events were noted.

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

Chairman Tratnik adjourned the meeting at 1:53 p.m.

Submitted by

date

Rosalie Tratnik, Chairman

date

The November payroll, payroll taxes and other payables totaled \$90,087.81.