

## Lincoln County Library System

Board of Trustees Meeting, May 20, 2021

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

The meeting was called to order at 1:03 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.

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 April 15, 2021. There were no changes. The agenda and minutes were accepted by consensus.

Diane moved to accept the end-of-month April 2021 vouchers in the amount of \$86,882.47, and May 2021 vouchers in the amount of \$13,759.92. Anne seconded. Motion carried.

### Action Items:

Suspension of Policy: At the May 2020 Library Board meeting the following policy was suspended. “No employee will be allowed to accumulate more than one year’s vacation leave (pro-rated for part-time employees).” It is time to revisit the suspension. The Board agreed to continue with the suspension and to revisit in November 2021. No action needed.

### Discussion Items:

Action Plan Update: The first draft of the procedures manual was released to managers for comment/editing/additions. There is still a lot of work to do on this document. Richard is envisioning this being a hyperdoc; when changes are made to original documents the procedures manual is automatically updated.

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

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

American Rescue Plan Act: Richard shared the latest information he had concerning ARPA funds in Wyoming pertaining to libraries. This has been changing frequently.

### Technology:

Computers: Computers for all buildings have been ordered.

Cloud keys and access points: The Cloud key and one access point are working in Kemmerer. Another access point has been ordered along with one each for Cokeville and La Barge. Cloud keys have also been ordered for La Barge and Cokeville.

Facilities:

Lincoln County Library: The balcony area will be enclosed with a half wall and windows will be installed.

Staffing:

Celebrations: Missy Harris has been with the Lincoln County Library System for 20 years. Kellie Humphries has been with the Lincoln County Library System for 10 years.

Upcoming events were noted.

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

Anne moved and Lorelle seconded to adjourn the meeting. Chairman Tratnik adjourned the meeting at 1:58 p.m.

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Submitted by

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date

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Rosalie Tratnik, Chairman

\_\_\_\_\_  
date

The May payroll, payroll taxes and other payables totaled \$100,008.53.