

## Lincoln County Library System

Board of Trustees Meeting, June 18, 2020

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

The meeting was called to order at 1:05 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, Diane Sakai (via tele-conference); Assistant Director – Missy Harris; and Director – Richard Landreth.

Chairman Tratnik asked if there were any changes to the agenda or to the minutes of May 21, 2020. There were no changes. The agenda and minutes were accepted by consensus.

Anne moved to accept the end-of-month May 2020 vouchers in the amount of \$79,915.04, and June 2020 vouchers in the amount of \$27,266.11. Lorelle seconded. Motion carried.

### Action Items:

Lorelle moved to approve the amended Lincoln County Library System Policies for public comment. Anne seconded. Motion carried. The policies will now go out for public comment for 45 days. They will be back before the board in the August meeting.

### Discussion Items:

Action Plan Update: The COVID-19 pandemic has continued to distract us from accomplishing much on the goals. Missy and Richard have been working on the job description for the assistant director/operations manager

Job Descriptions: Assistant Director/Operations Manager job description was reviewed.

Covid-19: Lincoln County Library System is following Local and State Health Department guidelines, as well as CDC recommendations. Here is a rundown of what happened in May:

- Expanded curbside pickup service as state and local government relaxed restrictions.
- Sneeze guards were ordered - to be in place to move to the next stage of opening.
- Cokeville, Thayne, Star Valley and La Barge have completed inventory.
- 51 virtual programs (storytime, etc.) were presented across the Library System.

Staffing: Star Valley: Julie Hardy and Nicole Lawson gave notice that they would be resigning May 20, 2020 and May 14, 2020, respectively. Both were library assistants.

Facilities: Cokeville: The skylights might go in sometime in July.

Star Valley: The rest of the parking lot has been paved and the air conditioning has been installed.

Technology: Sweetwater Technology notified the Library System that they would no longer be hosting the library website effective June 1, 2020. After further discussion with one of their staff members, Sweetwater Tech is going to assist us in moving to a “new” platform.

Upcoming events were noted.

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

Chairman Tratnik adjourned the meeting at 1:21 p.m.

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Submitted by

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date

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Rosalie Tratnik, Chairman

\_\_\_\_\_  
date

The June payroll, payroll taxes and other payables totaled \$97,713.83.