

## Lincoln County Library System

Board of Trustees Meeting, July 23, 2020

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

The meeting was called to order at 1:07 p.m. by Chairman Tratnik. Present were Board of Trustees members – Anne Bluemel, Lynn Donnelley (via tele-conference), Rosalie Tratnik, Diane Sakai; Assistant Director – Missy Harris; and Director – Richard Landreth. Lorelle McPhee was absent.

Chairman Tratnik asked if there were any changes to the agenda or to the minutes of June 18, 2020. Richard requested Action Item e. Star Valley and Discussion Item g. Meeting with Commissioners be added. There were no other changes. The amended agenda and minutes were accepted by consensus.

Reorganization of the Board: Diane made a motion to keep the current slate of officers. Rosalie Tratnik, Chairman; Lorelle McPhee, Vice-Chairman; Anne Bluemel, Treasurer. Anne seconded. Motion carried.

Diane moved to accept the end-of-month June 2020 vouchers in the amount of \$97,713.83, and July 2020 vouchers in the amount of \$19,623.93. Anne seconded. Motion carried.

Action Items:

Anne moved to approve the proposed LCLS FY21 budget in the amount of \$1,648,595. Diane seconded. Motion carried.

Anne moved to approve the FY21 board meeting dates. Diane seconded. Motion carried.

Diane moved to accept depositories for FY21. Anne seconded. Motion carried.

Diane moved to approve the FY21 contract with Succentrix Business Advisors. Anne seconded. Motion carried.

The request to close the Star Valley Branch Library on July 25.

Discussion Items:

Action Plan Update: Missy and Richard have been working on the Director's job description.

Covid-19: Lincoln County Library System opened the doors to patrons entering the library following Local and State Health Department guidelines, as well as CDC recommendations. Here is a rundown of what happened in June:

- Sneeze guards were installed in all 6 libraries.
- Week of June 15th all libraries reopened, allowing patrons to enter buildings.
- Curbside pickup service is still being used.
- Lincoln County is finalizing their inventory, all branches are complete.
- 115 virtual programs (storytime, etc.) were presented across the Library System.

Staffing: La Barge: Lucy Phelps, library assistant, gave notice that she would be resigning June 20, 2020.

Facilities: Cokeville: Equipment was delivered for installation of skylights.

Technology: Sweetwater Technology is assisting us in moving the website.

Upcoming events were noted.

Richard discussed the Commissioner's Budget Hearing on July 20, 2020.

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

Chairman Tratnik adjourned the meeting at 2:25 p.m.

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Submitted by

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date

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Rosalie Tratnik, Chairman

\_\_\_\_\_  
date

The July payroll, payroll taxes and other payables totaled \$73,133.39.