

Lincoln County Library System

Board of Trustees Meeting, December 21, 2023

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

The meeting was called to order at 1:00 p.m. by Chairperson Countryman. Present were Board of Trustees members –Traci Countryman, Anne Bluemel, Ann Willford, Gayle Chadwick (via video-conference), Lynn Donnelley (via video-conference), Director - Missy Harris, Operations Manager - October Dunford, and former LCLS Director - Richard Landreth (via video-conference).

Chairperson Countryman asked if there were any changes to the agenda or to the minutes of November 16, 2023. Director Harris requested Action Item C: Lincoln County Library Funding Request be added. There were no other changes. The amended agenda and minutes were accepted by consensus.

Acceptance of Bills

It was moved to accept the end of month November 2023 vouchers in the amount of \$107,232.40 and December 2023 vouchers in the amount of \$ 7,694.46 (Willford /Chadwick); motion carried.

Action items:

- a. Budget Hearing: Appropriation of Unanticipated Revenue
 1. Bonus: The LCLS received \$11,000 from the Lincoln County Commissioners for employee bonuses. It was moved to accept these funds into the budget as discussed. (Bluemel/Willford); motion carried.
 2. Health Insurance High Deductible Plan: Due to changes in the new high deductible plan, Director Harris requested the Board fund employees' HSA accounts from January to June, up to \$15,000, in accordance with the County Commissioners current plan of action to help offset the additional employee cost for the new health insurance plan. It was moved to accept the amended LCLS FY24 budget as discussed. (Bluemel/Chadwick); motion carried.
- b. Facilities Upgrade Automatic Door Openers:

The cost to install automatic door openers in the Lincoln County Library, Alpine, Cokeville, La Barge and Star Valley branches is \$17,188. Director Harris requested funding to cover this cost from line item Capitalized Expense. It was moved to approve the purchase for automatic door openers as discussed. (Willford/Chadwick); motion carried.
- c. Lincoln County Library Funding Request: Decibel Double Room:

Director Harris leveraged a grant from the Wyoming Community Foundation in the amount of \$8,000 for the purchase of a modular meeting room. Director Harris requested an additional \$4,400 in funding to cover the total cost of the project. It was moved to approve this funding request as discussed. (Bluemel/Chadwick); motion carried.

Discussion Items:

Executive Session - Personnel

The board moved into Executive Session at 1:33 p.m. to discuss personnel. (Willford/Bluemel); motion carried.

The Board adjourned the Executive Session and reconvened the Regular Session at 1:58 p.m. (Willford/Bluemel); motion carried.

FY24 Strategic Plan:

Strategic Goal #1 Outreach: Director Harris and Youth Services Librarian Chris Johnson participated in the KJSHS Career Fair.

Strategic Goal #1 Participate in Community Events: Star Valley Branch Library participated in Afton's Annual Winter Craft Fair and Afton's Parade of Lights.

Strategic Goal #3 Staff Training: Director Harris and Tech Services Cartwright successfully completed a Fundamentals of Cataloging class.

Library Board Bond:

Director Harris is working with Farm Bureau Insurance to ensure all requirements for bonding are met. All board positions will be covered.

Library Board Training:

Per Wyoming State Statute 9-1-510, the Department of Audit is requiring all Public Officers to attend training by July 1, 2024. The next training offered will be in Spring 2024. The Director, Missy Harris, will update the board when additional training in our area/or training via Zoom is available.

Upcoming events were noted.

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

Chairperson Countryman asked if there were any public comments. There were none.

It was moved to adjourn the meeting at 2:05 p.m. (Willford/Donnelley); motion carried.

Submitted by

Date

Traci Countryman, Chairperson

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A personnel issue was discussed.

Chairperson Countryman adjourned the meeting at 1:58 p.m. (Willford/Bluemel); motion carried.

Submitted by

Date

Traci Countryman, Chairperson

Date