

**SWEETWATER COUNTY LIBRARY SYSTEM**  
**Minutes of the Regular Meeting of Board of Directors**  
November 20, 2023

The Sweetwater County Library System Board of Directors met in regular session on November 20, 2023, at the Sweetwater County Library, 300 N. 1<sup>st</sup> E. Green River, WY 82935. The following were present, Meghan Jensen, Chair; Deb Sutton, Vice Chair; Chris Propst, Treasurer; Phillip Pyzyna, Jennifer Vegors, Board Members; Lindsey Travis, Director; and Leora Kraft, Library Staff.

Jensen called the meeting to order at 6:01 pm.

Approval of Agenda:

Sutton motioned to approve the agenda. Pyzyna seconded and the motion carried.

Approval of Minutes:

Sutton made a motion to approve the minutes of the October regular meeting. Propst seconded and the motion carried.

Financial Report and Approval of Expenditures:

The Board was provided October and November Checking Account Activities, Budget Analysis, Balance Sheet, and Voided Checks. Vegors made a motion to approve the financial reports and expenditures. Sutton seconded and the motion carried.

Correspondence:

LGLP voting documents were included in the board packets as well as an Invitation to the Commerce Bank Holiday Open House. Propst made a motion to have Director Travis submit the vote on their behalf and to have all recommendations to her by December 1, 2023. Sutton seconded and the motion carried

Announcements:

Travis provided the December Event guide for the library system and highlighted some upcoming events, including the library's Winter Reading Program.

Public Comment:

No public comment. Jensen reminded the board that all public comment will be held to 3 minutes or less depending on the amount of public wanting to make comments.

Old Business:

- A. None

New Business:

- A. Internal Controls- The Board was provided with the Library's Internal control processes, there was a brief discussion.
- B. None

Contracts:

None

County Commissioner's Report:

None- Travis spoke about the change in Board Terms. The Commission will be changing the Board term expirations in order to be in compliance with State Statute.

Director's Report:

Travis presented a board report. Travis spoke about trainings, meetings attended, and highlighted the overall statistics for program attendance, reading and circulation. Travis and Jensen presented the annual report to the Commissioners in October. Travis also spoke of new hires, and CFAC programs.

Set Time and Location for Next Meeting:

Next regular Library Board Meeting will be Monday, December 18, 2023 at 6:00 pm at the White Mountain Library, 2985 Sweetwater Lane, Rock Springs, WY 82901

Adjourn:

Propst made a motion to adjourn the meeting at 6:41. Sutton seconded and the motion carried.

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Chair

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Secretary