



**TETON COUNTY LIBRARY BOARD MEETING**  
125 Virginian Lane Jackson, WY  
Thursday, January 19, 2023 @ 9:00am

**THIS MEETING IS BOTH IN-PERSON AND VIRTUAL**

**Zoom link:** <https://us02web.zoom.us/j/85682741299?pwd=Y29TWDJETkxJdGZma3hOZUpvUU1RQT09>  
**Meeting ID: 856 8274 1299 Passcode: 946934 Phone: 1-253-215-8782**

**REGULAR MEETING AGENDA**

- **Call to Order**
- **Adoption of Agenda**  
**Suggested Motion:** I move to approve the January 19, 2023 Regular Board Meeting Agenda.
- **Approval of Minutes**
  - December 16, 2022 Regular Board Meeting - DRAFT**Suggested Motion:** I move to approve the minutes of the December 16, 2022 Regular Board Meeting as presented.
- **Public Comment on Matters not on the Agenda**
- **Correspondence**
- **Consent Agenda**
  - Financial Narrative: Staff Report
  - Financial Documents: Balance Sheet November, December 2022 Expanded; P&L November, December 2022 Expanded; P&L YTD FY22 Expanded; County Revenue Report November, December 2022; County Expenditure Report November, December 2022**Suggested Motion:** I move to approve the January 19, 2022 Consent Agenda
- **Library Table/Shared Work Space Use Agreement**
  - Staff Report**Suggested Motion:** I move that the Board approve the Use Agreement between the Library & Calico Restaurant with an effective date of January 10, 2023.
- **Teton County Policy Manual**
  - Staff Report
  - 2023 Teton County Policy Manual**Suggested Motion:** I move to approve the Resolution adopting the 2023 Teton County Policy Manual except for those policies as set forth in the presented Resolution.
- **Other Reports**
  - Director's Report
  - TCL Foundation Report
  - TCL Friends Report

- **Board Committee Reports**
  - ByLaws subcommittee - update
  
- **Strategic Plan Update**
  
- **Matters from Board Members, Library Staff, and Supporting Organizations**
  
- **Payment of Library Vouchers**
  - **Vouchers**  
**Suggested Motion:** I move to approve the payment of library vouchers.
  
- **Executive Session**
  - Personnel Matter  
**Suggested Motion:** I move to go into Executive Session to discuss a personnel matter in accordance with Wyoming Statute 16-4-405.

**Adjourn**

**Library Board Planning Calendar (guidance only)**

Annual Budget Process	<ul style="list-style-type: none"> <li>• January – Board and BCC budget guidance provided</li> <li>• February – Budget submission to BCC</li> <li>• April – Budget presentation to BCC</li> <li>• June – Adoption of next FY budget</li> </ul>
New Board Member(s) Orientation	<ul style="list-style-type: none"> <li>• July</li> </ul>
Financial	<ul style="list-style-type: none"> <li>• Regular Meetings – summary reports</li> <li>• Quarterly (Oct, Jan, Apr, Jul) – Detailed reviews</li> <li>• July – Presentation of new FY budget to new Board</li> <li>• May – End of FY forecast</li> </ul>
Strategic Plan Review	<ul style="list-style-type: none"> <li>• September 2023 (approx. 9 months into new strat plan)</li> <li>• March 2024</li> </ul>
Library Policies Review	<ul style="list-style-type: none"> <li>• Continuous</li> </ul>
Library Statistics	<ul style="list-style-type: none"> <li>• Regular Meetings – Basic monthly statistics (in Director’s Report)</li> <li>• Annually when State Report is submitted (date varies)</li> <li>• Special statistics on request</li> </ul>
Library Director Performance Review	<ul style="list-style-type: none"> <li>• Semi-Annually from Director’s anniversary date (July 6)</li> </ul>