



**TETON COUNTY LIBRARY BOARD MEETING**  
125 Virginian Lane Jackson, WY  
Thursday, February 16, 2023 @ 9:00am

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

Zoom link: <https://us02web.zoom.us/j/85682741299?pwd=Y29TWdJkxJdGZma3hOZUpvUU1RQT09>  
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 February 16, 2023 Regular Board Meeting Agenda.
- **Approval of Minutes**
  - [January 19, 2023 Regular Board Meeting - DRAFT](#)**Suggested Motion:** I move to approve the minutes of the January 16, 2023 Regular Board Meeting as presented.
- **Public Comment on Matters not on the Agenda**
- **Correspondence**
  - [Curative donation letter](#)**Suggested motion:** I move to accept Curative Inc.'s donation to Teton County Library of Kiosk #KK191.
- **Consent Agenda**
  - Financial Narrative: [Staff Report](#)
  - Financial Documents: [Balance Sheet January](#); [P&L January 2023 Expanded](#); [P&L YTD FY23 Expanded](#); [County Revenue Report January 2023](#); [County Expenditure Report January 2023](#)**Suggested Motion:** I move to approve the February 16, 2023 Consent Agenda
- **Alta Branch Cleaning Contract**
  - [Staff Report](#)
  - [Contract, Schedule A, Schedule B](#)**Suggested Motion:** I move that the Board approve the Award of Contract for cleaning services at Alta Branch to White Glove Professional Cleaning in the amount of \$20,500.
- **Public Hearing: Proposed Policies: Unattended Children & Vulnerable Adults Policy, Community Bulletin Board & Display Policy, and Library Gallery Exhibit Policy**  
**Suggested Motion:** I move to open a Public Hearing for the purpose of hearing comments on the proposed Unattended Children & Vulnerable Adults Policy, Community Bulletin Board & Display Policy, and Library Gallery Exhibit Policy.
  - [Public Comment](#)

- Legal Notice

**Suggested Motion:** I move to close the Public Hearing to take public comment on the proposed adoption of these three new policies.

- **Adoption of Proposed Unattended Children & Vulnerable Adults Policy, Community Bulletin Board & Display Policy, and Library Gallery Exhibit Policy**

- [Final Staff Report](#)

- Resolution; [proposed Unattended Children & Vulnerable Adults Policy](#)

- Resolution; [proposed Community Bulletin Board & Display Policy](#)

- Resolution; [proposed Library Gallery Exhibit Policy](#)

**Suggested Motion:** I move to approve the Resolution to adopt the Unattended Children & Vulnerable Adults Policy as presented with an effective date of February 16, 2023.

**Suggested Motion:** I move to approve the Resolution to adopt the Community Bulletin Board & Display Policy as presented with an effective date of February 16, 2023.

**Suggested Motion:** I move to approve the Resolution to adopt the Library Gallery Exhibit Policy as presented with an effective date of February 16, 2023.

- **Policy Review: Library Social Media Policy**

- Staff Report

- Social Media Policy – current

- Social Media Policy -- proposed

**Suggested Motion:** I move to give notice and open the new proposed Social Media Policy for a 45-day public comment period.

- **Other Reports**

- [Director's Report](#)

- [TCL Foundation Report](#)

- [TCL Friends Report](#)

- **Board Committee Reports**

- Board DEI Training

- **Adoption of Teton County Library Strategic Direction 2023-2027**

- [Strategic Direction 2023-2027](#)

**Suggested Motion:** I move that the Board approve and adopt the Teton County Library Strategic Direction 2023-2027 as written.

- **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.

- **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>