



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](#)

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

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

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