



**TETON COUNTY LIBRARY BOARD MEETING**  
125 Virginian Lane Jackson, WY  
Thursday, March 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 March 16, 2023 Regular Board Meeting Agenda.
- **Approval of Minutes**
  - [February 16, 2023 Regular Board Meeting - DRAFT](#)**Suggested Motion:** I move to approve the minutes of the February 16, 2023 Regular Board Meeting as presented.
- **Public Comment on Matters not on the Agenda**
- **Correspondence**
  - [US Senator John Barrasso, M.D.](#)
- **Consent Agenda**
  - Financial Narrative: Staff Report
  - Financial Documents: [Balance Sheet February 2023 Expanded](#); [P&L February 2023 Expanded](#); [P&L YTD FY23 Expanded](#); [County Revenue Report February 2023](#); [County Expenditure Report February 2023](#)**Suggested Motion:** I move to approve the March 16, 2023 Consent Agenda
- **Jackson Main Branch Library 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 Jackson Main Branch Library to xxx in the amount of \$xxx.
- **Adoption of Community Bulletin Board & Display Policy**
  - Resolution and proposed Community Bulletin Board & Display Policy**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.
- **Policy Review: Library Social Media Policy & Collection Development Policy**
  - Staff Report
  - Social Media Policy – current

- Social Media Policy – proposed
- Materials Selection Policy – current
- Collection Development Policy - proposed

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

- **FY24 Budget Proposal**

- [Staff Report](#)
- [Budget for Submission](#)
- Position Requests: [1](#), [2](#)

**Suggested Motion:** I move to approve the FY23 Budget for Submission, with permission for staff to make minor corrections as needed.

- **Other Reports**

- [Director’s Report](#)
- TCL Foundation Report
- TCL Friends Report

- **Matters from Board Members, Library Staff, and Supporting Organizations**

- [BCC Quarterly Update](#)

- **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>