



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=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 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 Premiere Green Cleaning in the amount of \$117,615.
- **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 March 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"> • 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)