

February 16 2023

Present: Board Members Peter Stalker, Shawn Klomparens, Lisa McGee, Nina Lenz, Stan Steiner; Director of Library Services Kip Roberson, Administrative Services Manager Estella Terrazas, Foundation Executive Director Diana Peck, Friends of the Library Board Member Virginia Adler, Administrative Assistant Lindsey Harris

Guests: Deputy County Attorney Abigail Moore, Library Facilities Manager Rick Smith

Call to Order: 9:04am

Peter Stalker moved to approve the February 16, 2023 Regular Board Meeting Agenda

Stan Steiner seconded the motion

Motion passed unanimously (5-0)

Shawn Klomparens moved to approve the minutes of the January 16, 2023 Regular Board Meeting as presented

Stan Steiner seconded the motion

Motion passed unanimously (5-0)

No public comment on matters not on the Agenda

Kip Roberson read the Curative donation letter which stated that Curative Inc. wishes to donate Kiosk #KK191 to Teton County Library

Peter Stalker moved to accept Curative Inc.'s donation to Teton County Library of Kiosk #KK191

Lisa McGee seconded the motion

Motion passed unanimously (5-0)

Peter Stalker moved to pull the Financial Narrative from the Agenda

Stella said that she met with Katie Smitts, Teton County Treasurer, and decided to use the County Balance Sheet in place of QuickBooks, as we are starting over in QuickBooks due to issues with accounts and listed assets

Peter Stalker posed a question about the logistics of starting over in QuickBooks

Kip Roberson reiterated that there is irrelevant information in the current version of QuickBooks. He also included that revenue accounts will be merged

Peter Stalker emphasized the importance of ensuring all financials are documented accurately and retained in new version of QuickBooks

Stan Steiner asked Stella Terrazas if the merge with County will be easier for Library Administration staff

Stella Terrazas explained that there will be less interruptions with reporting and will allow for financial documents to be ready for Board review sooner.

Peter Stalker moved to approve the February 16, 2023 Consent Agenda

Lisa McGee seconded the motion

Motion passed unanimously (5-0)

Rick Smith joined the meeting to read the Alta Cleaning Contract Staff Report, highlighting that White Glove Professional Cleaning gave the best offer

Peter Stalker asked if Alta and Jackson were bid together

Rick Smith replied that they were bid separately

Peter Stalker moved to approve the Award of Contract for cleaning services at Alta Branch to White Glove Professional Cleaning in the amount of \$20,500 effective March 3, 2023

Stan Steiner seconded the motion

Motion passed unanimously (5-0)

Shawn Klomparens moved 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

Peter Stalker seconded the motion

Motion passed unanimously (5-0)

Kip Roberson read public comments highlighting some concern over the Unattended Children & Vulnerable Adults Policy

Lisa McGee inquired about the age determination of the Unattended Children and Vulnerable Adults Policy

Kip Roberson and Abigail Moore explained that the age was determined based on observing other Library policies

Peter Stalker moved to close the Public Hearing to take public comment on the proposed adoption of these three new policies

Stan Steiner seconded the motion

Motion passed unanimously (5-0)

Peter Stalker moved to approve the Resolution to adopt the Unattended Children & Vulnerable Adults Policy as presented with an effective date of February 16, 2023

Shawn Klomparens seconded the motion

Motion passed unanimously (5-0)

Stan Steiner moved to approve the Resolution to adopt the Community Bulletin Board & Display Policy as presented with an effective date of February 16, 2023

Lisa McGee posed a question about the Community Bulletin Board & Display Policy regarding patrons needing permission from Library staff to advertise on the bulletin board

Stella Terrazas explained that patrons do not need to ask permission to post on the board, however staff frequently monitors board postings and will pull postings that do not align with our guidelines or have expired

A discussion ensued regarding the language of the Community Bulletin Board & Display Policy

Lisa McGee and Abigail Moore offered various new phrasings that may better convey the intended message of the Community Bulletin Board & Display Policy

Peter Stalker moved to push the Community Bulletin Board & Display Policy item to the March Board Meeting while a new draft is outlined

Peter Stalker moved to approve the Resolution to adopt the Library Gallery Exhibit Policy as presented with an effective date of February 16, 2023

Shawn Klomparens seconded the motion

Motion passed unanimously (5-0)

Peter Stalker moved to pull the Library Social Media Policy from the Agenda

Abigail Moore explained that because the Library is a Government agency, it has less ability to control comments on social media. A new policy will be drafted for the March 2023 Board Meeting

Kip Roberson gave Director's Report, highlighting the new PTLA at the Alta branch; a Makerspace collaboration with Wonder; new equipment for the Learning Lab; Director's report will now include monthly statistics

Diana Peck gave Library Foundation report, highlighting the FY24 budgeting process; spending reports; Strategic Plan retreat; Board development

Virginia Adler gave Friends of the Library Report, highlighting their Strategic Plan consultation

Peter Stalker gave Board DEI Training Report, highlighting additional training planned for May 18, 2023

Peter Stalker opened the floor for comment on the Strategic Plan

Kip Roberson commented on the Leadership Team's Strategic Plan process, highlighting that the team identified thirty-six possible tasks and is working on prioritizing those tasks

Peter Stalker asked each Board Member for individual comment on the Strategic Plan

Nina Lenz said she liked how the SP was not too specific or too vague. She also mentioned that the Library may need to re-think picture layout on the document

Lisa McGee said the SP will give the public a feeling of support from the Library. She also cautioned Library staff to take incremental steps to adopt the SP

Shawn Klomparens noted that the SP document is impressive, well-presented, and readable

Stan Steiner said that he enjoyed reading the SP document and noted a good use of word choice. He also mentioned that the SP represents what a Library should do for their community

Peter Stalker noted that he would like to credit Grace Roberson for giving structure to the SP

Peter Stalker moved that the Board approve and adopt the Teton County Library Strategic Direction 2023-2027 as written

Lisa McGee seconded the motion

Dail Barbour asked how staff feels about carrying forward with the SP, and if there is either enough or too much structure

Kip Roberson explained that while this process is new to most staff, they will provide as much structure as possible. He also noted that staff are excited about the SP process

Dail Barbour said she is concerned about staff and the public's ability to comment on the SP but is also impressed with the timeline of the process

Motion passed unanimously (5-0)

Peter Stalker announced that the Tri-Board meeting is set for March

Kip Roberson announced that the Teton County Commissioners will hold a retreat to discuss focus over the next few years. He also noted that he was appointed to serve on the County DEI Committee.

Lisa McGee moved to approve the payment of Library vouchers

Peter Stalker seconded the motion

Motion passed unanimously (5-0)

Peter Stalker moved to adjourn and set the Special Board Meeting for February 23, 2023

Shawn Klomparens seconded the motion

Motion passed unanimously (5-0)

Meeting adjourned: 10:28am

