

**Board Meeting Minutes- AMENDED**  
**APPROVED**  
**TETON COUNTY LIBRARY BOARD MEETING**  
**January 21, 2021**

The Teton County Library Board held its regular meeting on January 21, 2021 via Zoom. Meeting called to order at 8:34 a.m. by Board Vice-Chair, Grace Robertson.

**Board members present were:** Grace Robertson, Vice Chair; Peter Stalker, III, Treasurer; Nina Lenz, Secretary. **Board member absent:** Mark Hendrickson

**Zoom Meeting Speakers:** Deb Adams, Interim Director of Library Services; Keith Gingery, Deputy County Attorney, Virginia Adler

**Adoption of Agenda:**

Peter moved to approve the agenda. Nina seconded. All voted in favor.

**Public Comment:**

Suzanne Morlock re: hiring of new Director

**Approval of Minutes:**

Nina moved to approve the minutes of the December 17, 2020 regular Board meeting and the December 30, 2020 special Board meeting. Peter seconded. All voted in favor.

**Consent Agenda:**

Grace pulled financials and commented on the Foundation reimbursements. Peter is in favor that the financial show the expense and revenue of the foundation.

Peter moved to approve the December 2020 Financial Narrative and Documents. Grace seconded. All voted in favor.

**Director's Report:**

Deb reviewed increase in foot traffic and circulation. Study Rooms are remaining closed due to air circulation concerns. The auditorium is currently blocked out, and conversations are being held with the Health Department regarding using the auditorium for vaccines.

Deb reviewed volunteer hours which have been substantially reduced because of current library restrictions. As a result, the Volunteer Coordinator's hours have been shifted to more public desk hours in order to keep the position working full-time. It is anticipated that once the library can safely offer more programs, that the demand for volunteers will increase and the Volunteer Coordinator's hours can be re-adjusted.

**Foundation Report:**

Nina, Grace, and Peter enjoyed the packets. No additional comments.

**MOU for HR Services:**

Board is requesting clear definition between the Library and the County regarding the process, timelines, roles and responsibilities in hiring. Peter Stalker is to assist in this process. The county attorney will be asked to assist in drafting a Memoranda of Understanding (MOU) between the Library and the County. Grace asks that it not only be documented, but that it also be evaluated for appropriateness, where it can be improved, and if it is timely.

**Friends Report:**

Virginia spoke to a letter included in the report on the concern that the Volunteer Coordinator is no longer allowed to attend Friends board meetings. Deb and Virginia discussed further conversation to be held at the next Friend's board meeting.

**Director Recruiting:**

Nina was asked to be the chair for director recruiting. Nina spoke some key points in the recruiting and clarified that the entire board is involved in the process. Nina also clarified key points that should not be discussed in a public setting such as interview questions. Nina reviewed timeline with board for the recruiting process.

**Renewal of HVAC Maintenance Contract:**

Deb spoke to the renewal of the contract for 2 years at the same rate.

Peter moved to approve two-year renewal of the HVAC Maintenance contract with Long Mechanical Solutions. Nina seconded. All voted in favor.

**Renewal of Cleaning Contract:**

Deb spoke to the renewal of the contract at the same rate. Peter moved to approve the two-year renewal of the Cleaning Contract with White Glove Professional Cleaning. Nina seconded. All voted in favor.

**FFCRA Extension:**

Deb spoke to the extension of window of time. Peter moved to approve the option to extend the Library's FFCRA Emergency Sick Leave and Extended Family Paid Leave Policy through March 31, 2021. Nina seconded. All voted in favor.

**Merit Increase:**

Deb spoke to the County Commissioners' recent approval of a merit increase for eligible county employees. Peter moved to approve a merit increase for all eligible staff to be effective with the pay period beginning January 3, 2021. Nina seconded. All voted in favor.

**FY22 Budget Development:**

Deb spoke to the current first draft of the budget. She is expecting to receive the official direction from the County Commissioners through the County Clerk in the next week. That directive will inform any changes to the current draft. Deb commented on the inclusion of the Foundation and Friends donation and expense to the library as a means to being more transparent to the public around their support of library programs and services. Additional discussion occurred. No action taken.

**Payment of Library Vouchers:**

Peter moved move to approve the payment of library vouchers. Grace seconded. All voted in favor.

**Adjourn:**

Peter moved to adjourn at 10:08 a.m. Grace seconded. All voted in favor.