

BOARD MEETING MINUTES
APPROVED
TETON COUNTY LIBRARY BOARD MEETING
February 18, 2021

The Teton County Library Board held its regular meeting on February 18, 2021 via Zoom. The meeting was called to order at 8:34 a.m. by

Board members present were:

Mark Hendrickson, Grace Robertson, Peter Stalker, Nina Lenz.

Zoom Meeting speakers:

Deb Adams, Interim Director of Library Services

Adoption of the Agenda:

Mark moved to approve the agenda. Peter seconded. All in favor. Motion passes.

Public Comment:

No public comment.

Mark commented that the board and key staff have been working hard on important items such as budget and director search process. He acknowledged that some of the normal package is not presented at this meeting due to circumstances that could not be helped. It should return to normal next meeting.

Correspondence Report:

Nina said she had responded to Debbie Schlinger's email from the previous report. Deb will include Nina's email response in next month's Correspondence Report.

Approval of Minutes:

Nina noted that minutes were missing information about the Director search from the previous meeting. Peter made motion to approve January 21, 2021 minutes subject to amendment. Grace seconded. All in favor. Motion passes.

Consent Agenda:

Deb spoke to January financials, although the staff report was missing information from the payroll due to circumstances outside of control. Deb explained the bulk of Library income with Property Tax and Motor Vehicle Tax revenue, which was higher this year. She also explained some of the larger repair bills that came through this month. General expenses and payroll were overall normal for January. Merit increases will reflect this payroll period with retroactive pay. Mark moved to approve January financial Narrative. Grace seconded. All in favor. Motion passes.

Matters from Board, Staff and Liaisons:

Director's Report: Deb reported that the Library is continuing the increase in cleaning, including fogging high traffic areas, with Teton County still in Orange. Deb acknowledged that patrons have been asking for longer sessions, however the plan is not to change current protocols until Yellow. The current timeframe allows for the Library to service more patrons in a day, where longer sessions would mean fewer people in a day, and less flexibility for patrons to visit. Deb would like to dig deeper into the topic and follow-up on a later date.

Deb informed that the Library is still working with County HR on a draft Memoranda of Understanding (MoU). Deb asked if we should have MoU with other agencies in the future. Peter agreed that we should have MoU's for anything the County assists with us on. Mark agreed as well. Grace clarified that the MoU with County HR needs to be reviewed closely and evaluated for any improvement areas in respect to hiring.

Deb proposed a tri-board meeting of the executive level of the Library Board, the Foundation Board, and the Friends Board on a regular basis. Mark agreed with the idea. Nina addressed concern of a large volume meeting and suggest that it be Liaisons from the boards attending. Grace and Nina clarified that reports of the meeting be included. Mark would like to have the first tri-board meeting in March or possibly April.

Deb announced the accepted offer of the new Assistant Services Manager, Stella Terrazas. Stella is a former employee of TCL and has a master's degree in library science. Stella is scheduled to start on March 8th.

Peter talked about the board training that the state library has suggested. He has attended one and found it helpful.

TCL Foundation Report: Pauline did not have additional information to add to the report.

TCL Friends Report: Unavailable. The Volunteer Coordinator has been out for a month.

Director Recruiting:

Nina has researched with the public, defenders of the library group, and various others regarding the hiring process for a new director. Nina proposes a recommendation to approve including someone with a national background in libraries and a local stakeholder in the selection committee. The members of the committee would be held to the same standards as the board members such as codes of conduct, confidentiality, and respecting the process. Mark supported the suggestion. County HR did a first draft of materials that

was sent to the board and state holders for review. It included descriptions of challenges and successes for the library. Nina did not include it in the public narrative.

Nina opened for discussion the idea that the Library use a recruiter to aide in the search for a director. The firm would not be John Keister. Grace supported the idea of a new recruiter. Peter agreed that the cost of a recruiter could possibly be absorbed into the budget depending on cost. Mark is not opposed to the idea of a recruiter. Deb clarified the requirements to move forward with a recruiter, and Nina commented that we could use an option to sole source. Nina will move forward communicating with a recruiter firm to build a timeline.

Nina also presented the proposal for issuing a Staff Survey for feedback of wants and needs. Nina also suggested a community survey. Mark supported, however would like further discussion on how to be completed. Peter also supported and would like to know what issues are on staff minds. He would like the survey completed sooner rather than later. Grace suggested that a meeting with Deb be a follow-up to talk about how to best proceed with Staff Survey. No action was taken.

Renewal of Alta Branch Cleaning Contract:

Nina moved to approve the two-year renewal of the Alta Branch Cleaning Contract with White Glove Professional Cleaning. Grace seconded. All voted in favor. Motion passes.

Facilities Condition Assessment:

Deb reviewed the Facilities Condition Assessment. Contract cost was favorable due to partnering with the County's existing facilities assessment. Timeline for completion is Spring 2021. Mark moved to approve the proposal by Bureau Veritas as a sole source contract to provide a Facility Condition Assessment in the amount of \$6,500.00. Peter seconded. All voted in favor. Motion passes.

FY 22 Budget Development:

Deb reviewed budget, noting that it fell within the County's directives to remain flat relative to FY 21. She noted that the County directed all departments to budget for merit increases for staff. The budget includes funding for the existing library assistant vacancies which are anticipated being filled in Summer 2021. Full funding of the Capital Repairs Reserve is included in the FY 22 request as well as a projected increase in health insurance for calendar year 2022. Peter commented on the savings from moving of payroll to county. Deb clarified the unencumbered cash on the budget. Mark moved to approve the FY 22 Budget for Submission with the allowance for Deb to modify the Budget up to \$10,000.00 or less. Peter seconded. All voted in favor. Motion passes.

Payment of Library Vouchers:

Peter stated that he the reviewed vouchers. Stand out voucher was to the TCL Foundation for the grant to the Library Endowment Challenge for Fremont County which is a pass-through income/expense item. All vouchers were in order. Peter moved to approve the payment of library vouchers. Nina seconded. All voted in favor. Motion passes.

Adjourn:

Mark adjourned the meeting at 9:48 a.m.