

## **March 16, 2023**

**Present:** Board Members Peter Stalker, Stan Steiner, Nina Lenz, Lisa McGee, Shawn Klomparens; Director of Library Services Kip Roberson; Administrative Services Manager Estella Terrazas; Library 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: 9:00am**

### **Adoption of Agenda**

- Stan Steiner moved to approve the March 16, 2023 Regular Board Meeting Agenda
- Shawn Klomparens seconded the motion
- Motion passed unanimously (5-0)

### **Approval of Minutes**

- Peter Stalker moved to approve the minutes of the February 16, 2023 Regular Board Meeting as presented
- Lisa McGee seconded the motion
- Motion passed unanimously (5-0)

### **Public Comment**

- No public comment on matters not on the Agenda

### **Correspondence**

- Kip Roberson summarized a letter from US Senator John Barrasso, MD highlighting his support for the Library

### **Consent Agenda**

- Peter Stalker moved to approve the March 16, 2023 Consent Agenda
- Shawn Klomparens seconded the motion
- Motion passed unanimously (5-0)

### **Community Bulletin Board & Display Policy**

- Peter Stalker opened the floor for discussion of the Community Bulletin Board & Display Policy
- Kip Roberson noted that the Policy language was revised by Board Member Lisa McGee and Deputy County Attorney Abigail Moore
- Peter Stalker moved to approve the Resolution to adopt the Community Bulletin Board & Display Policy as presented with an effective date of March 16, 2023
- Lisa McGee seconded the motion
- Motion passed unanimously (5-0)

### **Collection Development Policy**

- Kip Roberson read the proposed Collection Development Policy Staff Report highlighting that the policy was revised based on suggestions from other libraries
- Lisa McGee commended Kip Roberson for his work on policy improvements

- Peter Stalker moved to adopt the Collection Development Policy as presented with an effective date of March 16, 2023
- Lisa McGee seconded the motion
- Motion passed unanimously (5-0)

#### **FY24 Budget Proposal**

- Kip Roberson read the FY24 Budget Staff Report highlighting a 12% increase due to staff costs including new positions, salary increases, new passport services, and tech replacements (laptops, new server); \$200,000 increase for health insurance costs
- Peter Stalker inquired about the FY24 budget related to the Strategic Plan tasks
- Kip Roberson noted the in-the-works Makerspace, the Curative Kiosk which will likely serve as a remote self-service library in the future, a Foundation-funded Library vehicle, training, space analysis, and a Team Coordinator position
- Peter Stalker asked how many positions the Library will have this fiscal year
- Kip Roberson said 43 with the proposed new positions. He also noted that the Library is in need of a full time maintenance technician
- Shawn Klomparens commented that the prospect of a Library vehicle is appealing for practical and outreach purposes
- Peter Stalker encouraged the Board to continue to participate in training to mirror Library staff
- Nina Lenz asked why the Library is adopting passport services
- Kip Roberson explained that the post office is no longer offering the service and it isn't necessarily a priority for the County. He also included that this is a task which could be linked to Strategic Plan goals
- Peter Stalker asked how patrons will pay for the passport service
- Stella Terrazas said that the Library would charge a fee that could be payable by cash, check, or card; the US Government fee would be payable by check only and would be mailed via FedEx by the Library
- Peter Stalker asked if the Library could set their own price for the fee
- Stella Terrazas replied yes, we could set the fee ourselves. She also noted that patrons would have to bring their own pictures for the passports as the Library currently does not have the capacity to perform that service
- Peter Stalker moved to approve the FY24 Budget for Submission, with permission from staff to make minor corrections as needed
- Stan Steiner seconded the motion
- Motion passed unanimously (5-0)
- Kip Roberson noted that he will be presenting the budget to the County Commissioners on May 8, 2023

#### **Jackson Main Branch Cleaning Contract**

- Rick Smith joined the meeting to read the Jackson Main Branch Library Cleaning Contract Staff Report highlighting that he was in touch with nine cleaning companies and received four proposals; the proposals were scored, and Premier Green Cleaning scored the highest
- Peter Stalker moved to approve the Award of Contract for cleaning services at the Jackson Main Branch Library to Premier Green Cleaning in the amount of \$117,615
- Shawn Klomparens seconded the motion
- Motion passed unanimously (5-0)

### **Director's Report**

- Kip Roberson read the Director's Report highlighting two open positions at the Library- IT Technician and Youth Services Senior Library Assistant; Angela Jordan, Adult Services Manager, was accepted into the Mountain Plains Library Association Leadership Institute; Leadership Team participation in EDI Leadership training; March was a big month for patron comments
- Peter Stalker mentioned that the statistics included in the Director's Reports are very helpful to the Board
- Virginia Adler said that she loved to see the increase in volunteers and seconded Peter's thoughts on the statistics

### **Foundation Report**

- Diana Peck gave the TCL Foundation Report highlighting the Strategic Plan retreat where participants discussed broadening the scope of Foundation reach in the community, collaborating with EDI groups, and the FY24 budget. She also noted that the Foundation filled a vacant board seat, and that announcement will officially be made in June 2023
- Peter Stalker inquired about the possibility of Diana Peck and Kip Roberson working as a duo for outreach efforts. Diana Peck said that is currently in the works
- Nina Lenz asked Diana Peck if the topic of housing came up at the Foundation SP Retreat. Diana Peck replied that there was little discussion about housing despite the community need; the general consensus was that the subject needs to be addressed in collaboration with other County organizations

### **Friends Report**

- Virginia Adler gave the Friends of the Library Report highlighting issues with leadership transition and the possibility of combining Foundation and Friends' efforts

### **Matters from the Board**

- Peter Stalker presented the quarterly BCC update highlighting two board seats set to open in July 2023; the Board is currently accepting applicants and hopes to diversify

### **Payment of Vouchers**

- Lisa McGee moved to approve the payment of Library Vouchers
- Peter Stalker seconded the motion
- Motion passed unanimously (5-0)

### **Adjournment**

- Shawn Klomprens moved to adjourn the March 16, 2023 Board Meeting
- Stan Steiner seconded the motion
- Motion passed unanimously (5-0)

**Meeting adjourned: 9:51am**