



APPROVED

TETON COUNTY LIBRARY BOARD MEETING MINUTES

July 15th, 2021

The Teton County Library Board held its regular meeting on July 15th, 2021 in the Teton County Commissioners Chambers and via Zoom. The meeting was called to order at 8:32am by Board Vice Chair Grace Robertson.

Board members present were:

Nina Lenz, Grace Robertson, Dail Barbour, Peter Stalker, and Shawn Klomparens.

Additional Speakers:

Kip Roberson, Estella Terrazas, Maggie Schilling, Justin Miller, and Amber Rosenstengel

Zoom meeting speakers were:

Adoption of the Agenda:

Peter moved to adopt the agenda. Dail seconded. Agenda is approved.

New Board Member Welcome/New Director Welcome/Thank Interim Director:

Grace introduced and welcomed the new board member Shawn Klomparens. Shawn shared some of his background.

Grace welcomed Kip to the director seat.

Grace thanked Deb for stepping in to assist the library.

Public Comment:

No public comment

Correspondence:

Email from Paul Boillot re: unattended minors

Election of Officers:

Grace reviewed the process for the election process. Grace opened the floor for nominations for Board Chair. Dail nominated herself for board chair. Nina nominated Peter for board chair. Dail gave a speech giving her intentions of a team effort with the board, her goals with the board, and her goals with the library. Peter gave a speech including his board experience and his goals with the board. A vote was taken: 2 in favor for Dail, 3 in favor of Peter. By majority vote, Peter was elected to serve a 1-year term as board chair, effective immediately. Peter assumed chair of meeting.

Peter took nominations for position of Vice Chair. Grace nominated Nina for vice chair. No other nominations stepped forward. By unanimous consent, Nina is elected to vice chair.

Peter opened for nomination for position of Secretary. Dail offered to continue forward as board secretary.

Peter and Grace added their opinions of Dail's performance as secretary. By unanimous consent, Dail is elected to Secretary.

Peter opened for nominations for the position of Treasurer. Peter nominated Shawn. Grace added that with the support of the staff, with their hard work on the library financials, and with Peter's financial background, she is pleased with Shawn willing to take on this role. Peter added that looking how the money flows in the library is a great way to help understand how the library operates. By unanimous consent, Shawn is elected to treasurer.

Nina asked if the library board could do a new staff introduction with the library staff. The board discussed. Dail suggested that "Matters from the board and staff" be added to the agenda in future. The board discussed adding a new line on the agenda under Matters from Staff and Supporting Organizations for an open discussion item to address new business.

Approval of Minutes:

Dail moved to approve. Grace seconded. All in favor. Motion passes.

Consent Agenda:

Estella presented the Financial Narrative. Grace asked for clarification on the technician assistance status between the library and the county. Estella confirmed that the county technician rotation has in fact ended, however the library is still receiving assistance when needed from the county IT department. The plan is to begin recruitment for a library IT tech to assist James. Grace asked if additional IT enhancements were anticipated in the new fiscal year budget. Estella explained that the new firewall was not anticipated, and the costs are coming out of operating costs. Kip expressed his concern regarding multiyear contracts. The board discussed that it is common practice for the library.

Peter asked for clarification regarding delayed payments of the library Worker's Comp and Unemployment Insurance payments. Estella spoke to streamlining the process, updating account information, and the new measures moving forward to prevent hiccups in the future. She confirmed there were some late charges to the library account since payment was late.

Nina moved to approve the June 2021 Financial Narrative and documents. Shawn seconded. All in favor. Motion passes.

Matters from Board, Staff and Liaisons:

Kip highlighted the onboarding update of the Director's report. He is meeting with staff one-on-one, has attended his first management meeting, and plans to meet with Maureen Sullivan. The county moved to Yellow phase, and Kip reassured the board that the library is holding off on lifting restrictions. Kip also highlighted some key statistics such as circulation, Wi-Fi use, and new cards issued. Peter asked about the digital demand in a post Covid environment, and how would it impact a strategic plan. Kip responded that digital content numbers are holding steady and look like they may have topped out. Grace recommended that the library and the board work together to refine the statistics and key indicator trends. Kip agreed. Grace inquired about the ILL numbers and why are they important. Kip explained that the library is a net borrower, which may indicate that our collection is lacking and he would like to dig deeper into the numbers.

Maggie shared the bi-law change of the Foundation board to be consistent with the Friends' by-laws and the new tri-board layout. Maggie also reviewed the new fiscal year budget for the foundation and noted the enrichments on the budget, that allow the library to go above and beyond the typical library services. Peter asked for clarification how the friends' donations flow through the foundation. Maggie responded with the list

of historically funded items the funds are allocated to. Grace was curious to know if funds can be reallocated throughout the year through the foundation. Maggie said that it would be something to discuss should it be necessary.

Suzanne Morlock raised her hand to comment; however, it was in error.

Kip discussed the Staff Report-Rescind temporary COVID-19 restrictions, regarding the unattended minors ages in the library. Nina shared that in November the board passed the current restrictions. Kip planned to move forward in Green and change restrictions, however the county moved back to yellow after the agenda was finalized. Kip then reviewed the age restrictions in the library for minors, explained the constitutional rights of minors, and urged the board move the age back to 8 for unaccompanied minors. Nina shared the library's decision to follow the county phase design and where Kip could locate the information. Peter confirmed that the board had a motion and approved the library following the county phase protocols. Kip asked that the board rescind the unaccompanied minor age limit policy from 13 to 8. Grace moved to rescind the temporary resolution, effective Aug. 2nd, 2021. Nina seconded. Peter asked for any discussion before the vote. Grace discussed the after-school bus that was dropping children off at the library. Kip assured the board that the library was removed from the list. Dail acknowledged that staffing is the route of the issue, and the board offers their full support. All in favor. Motion passes.

Budget Discussion:

Peter talked about the unbudgeted expenses that are possibly going to come up throughout the year, and how the board can anticipate the expenses. Grace shared her experience on the board and how the new director will need some flexibility to peruse programs that were not envisioned.

Board development:

Grace discussed the Letter of Engagement for Board/Director Relationship. This letter helps determine how the board and director do business, and what the roles are. Maureen Sullivan has proposed follow up work to assist in the relationship. Grace did confirm that the approval of this letter would suffice to proceed forward with continuing the contract with Maureen Sullivan, and sole source would not be required to proceed. Grace moved to approve the proposal of Maureen Sullivan to provide board development consulting services in the amount not to exceed \$6000.00 at \$400 per hour with a 15-hour maximum without written board approval. Nina seconded. Dail clarified that any results of this effort would be public. All in favor. Motion passes.

New Board Member Onboarding:

Dail suggested an informal tour of the library would be beneficial with Shawn and perhaps another board member. Peter compliments the board handbook that is now online. Peter would also like to have a board meeting at the Alta branch. Dail asked the board to sign the Teton County Board Member expectations to keep on file at the library. Grace asked if the handbook was completed on the site. Amber confirmed that the finalized budget is all that requires updating on the handbook.

Annual Performance Review of Board:

Peter talked about expectations for the review of the board in front of the county commissioners. Peter requested that an additional board member as well as Kip join him in the presentation. Nina shared that she would write about the new director search and the board/director relationship. Dail suggested that some of the subjects can be short in length, as the BoCC may not want all this information. Peter estimates that the presentation would only last 15 mins. Dail also suggested that Kip looks at it, to be sure that no library issues get missed. She also thinks that the entire board should be in attendance. Grace reminds the board that Kip was also added to the BoCC meeting to introduce himself to the BoCC. Kip commented that housing and hiring are not listed on the meeting list. Peter shared that this is an annual review of the past year, and housing is a

topic for the current year. Grace suggested that Kip present the housing/hiring topics to the board. Peter confirmed that the board can fine tune what is presented as it gets closer to the Aug. 19th meeting. Grace proposes that the board does not include the Gittemeier/Adams transition. Peter agrees. Dail offers the board consider an ending paragraph of future endeavors. Peter is happy to present board development, Grace offered to assist. Grace and Peter informed the board what the quarterly BoCC meeting reviews would entail.

Integrated Planning for Board:

Grace reviewed the draft plan and its proposal for three considerations: how best to distribute workload, meeting required schedules, and plans work in the best logical sequence of events. In an overview, the plan shows the board with a heavy workload over the next few months including a tri-board meeting, and a performance plan with Kip. It also shows the work committed to with working with Maureen Sullivan. The plan also reflects initiating the strategic plan development. Grace proposes to remove the financial detail from, perhaps to be replaced with an IT review. Dail suggested that the board complete the process with Maureen and review this with the director as well, to check that boundaries are not crossed. Peter and Kip agreed. Kip also would like to have a discussion with the Wyoming State Librarian.

Approval of Firewall/Network Subscriptions:

Peter requested additional information. Justin spoke to the firewalls three components: threat prevention subscription, URL filtering subscription to prevent malware hacking with no search restrictions, and lastly support subscription. Dail asked for more information on URL filtering. Justin clarified that it protects patron from downloading content that contains malware. Peter was concerned that a patron may feel restricted from researching information. Justin also confirmed that we have the authority to unblock a site that may have been caught in the firewall. Shawn requested the hardware information, subscription information, and sourcing. Justin confirmed it is Palo Alto brand with a 3-year subscription through their distributor Compunet. Peter asked how budgeting is handled for a multi-year contract from the county perspective. Justin shared the strategy is to stagger the years, so it all doesn't hit at once. Shawn asked is there is a limit of support. Justin said it is unlimited support. Grace was concerned with ransomware. Justin shared that the county has a new training program on that issue and he is working with Kip to include the library staff. Peter moved to approve the 3-year prepaid subscription in the amount of \$5792.60. Shawn seconded. All in favor. Motion passes.

Payment of Vouchers:

Peter moved to approve the payment of the library vouchers. Dail seconded. All in favor. Motion passes

Adjourn:

Nina informed the board that staff has taken over updating the housing survey. Peter was curious to know if the issue of childcare is included in the housing survey. Nina shared that the housing survey is going to primarily focus on housing and expanding the survey is being left to the staff. Estella gave an update on feedback she has received on the draft of the survey from Anne Cresswell, of the Housing Trust, and Susan Mark, of the Wyoming State Library.

Nina moved to adjourn the meeting. Shawn seconded. All in favor. Motion passes.