



Approved
TETON COUNTY LIBRARY BOARD MEETING MINUTES
August 19th, 2021

The Teton County Library Board held its regular meeting on August 19th, 2021 in the Teton County Board of County Commissioners Chambers via Zoom. The meeting was called to order at 8:34am by Board Chair Peter Stalker.

Board members present were:

Peter Stalker, Nina Lenz (via Zoom), Grace Robertson, and Shawm Klomparens.

Zoom and meeting Speakers:

Maggie Shilling, Estella Terazzas, Keith Gingery, Rick Smith

Adoption of the Agenda:

Public Comment:

Peter asked to delay public comment until later in the meeting to allow the public to log into zoom.

Correspondence:

No correspondence.

Approval of Minutes:

Grace moved to approve the meeting minutes after correcting the date. Shawn seconded. All in favor. Motion passes.

Consent Agenda:

Grace asked to pull the Financial Narrative. Grace asked about who is now doing the database entries. Stella clarified the language in the report, as although the library is not currently it is a need. It was clarified that the database management falls under IT. Grace also asked about the status of the storage unit. Stella shared the contents of the storage unit, and the goal to move items back on site and disposing of the storage unit.

Grace moved to approve the consent agenda. Peter seconded. All in favor. Motions passes.

Reports:

Kip highlighted from the directors report his onboarding work with Maureen Sullivan. He shared his attendance to the Alta advisory meeting, and his orientation at the Wyoming State Library in Cheyenne. He also highlighted the staffing report in the library, listing the open positions and the adjustment of the job description for the Youth Services Manager that will now require a Bachelor's Degree plus four years of library experience in replacement of the Masters Degree requirement.

Maggie shared her Foundation report, sharing the formation of a search committee for a new foundation director. She also shared the Old Bill's fundraising plan. Peter asked about the planning for the annual library benefit. Maggie said those conversations are taking place to plan the event, however in this Covid world, the plans are fluid. Grace asked about the planning process for the foundation's strategic plan. Maggie confirmed

that the plan is up in 2021, and it will be addressed in a later foundation board meeting.

Public Comment:

No public comment

Annual Library Board Review with Board of County Commissioners:

Scheduled for August 30th, 2021. Peter opened the floor to discussion on the packet to present. Grace thinks that everything is appropriate that has been put together. Kip informed the board that the state statistical report is not available yet, but instead a previous report was used as a template to collect the information. Peter set a goal to provide the Commissioners with the information a few days before the meeting. Grace agreed that was reasonable, and thinks that if information is missed, it can be shared at the next meeting. Peter would like the entire board and Kip to attend. Keith shared what to expect in the joint meeting.

Board Development:

Grace reminded the board of the tri board meeting date of September 2nd at 4pm in the Ordway. The due date for items for agenda consideration is August 27th, so Peter and Grace can complete the agenda. The two items up for consideration currently are the request for the tri-board to find a new coordinator for the Vita tax program and to review the BoCC annual review. Peter would like to have library board members to rotate so each can attend a tri-board meeting as some point.

Peter talked about the library board training sessions with Maureen Sullivan. The goal is to produce an operating document as a guideline for future boards and directors. The first of the training sessions is scheduled for August 30th, 1pm-3pm.

Grace spoke about what the board manages, which she re-named "What the Board Reviews". She shared the background history as to why this is being developed. The long-term objective is to organize what we review, when and how. There are two outcomes needed in today's meeting: 1. Establish a committee to look at tech activity 2. Discuss specifics to put in annual performance review. Grace reviewed the material in the board packet. Grace also asked the board to update the list on strategic plan comments. Kip agreed that having some guidance for the year between strategic plans is important. Grace asked that the board work on the statistics focusing on trends. Kip and Grace will work on collecting statistic information for the review.

Grace continued to discuss establishing a committee to focus on tech in the library. She clarified that this committee would determine what will be looked at in the board quarterly reviews. Shawn, Grace, and Kip agreed to be on the committee. Kip will work with Stella on this as well. Peter moved to approve the establishment of a technology study committee with the initial members being Shawn, Grace and Kip. Grace seconded. All in Favor. Motion passes.

Peter asked if any of the new attendees to the meeting would like to make a public comment. No comments.

Library Housing Survey:

Stella shared the findings of the housing survey with staff. She did clarify that not all the staff participated in the survey. The most significant finding was that 51% of staff spend more than 30% of their income on rent or mortgage. The results of the survey shows that the library is at risk of losing employees due to lack of housing. Stella thinks the next step is to bring the result to the tri-board meeting. Peter thinks it should be included in the materials to the BoCC annual review. Grace asked how fairness to all is achieved in housing assistance. Nina thinks the next steps would be to present this information at the tri-board meeting. Peter talked about housing solutions that can be discussed, unused county property that could be potentially used, and how we could possibly be creative in solving this issue. Keith advised the board to invite April Norton to their next

meeting.

Face covering Resolution:

Kip talked about the changes of the staff report, the fact that the county has moved to red today. The county is following CDC guidelines in the phases, and the resolution has been updated to reflect it. Peter moved to pass the Teton County Face Resolution effective Thursday Aug 19th, 2021. Shawn seconded. All in Favor. Motion passes.

Boiler Repairs:

Rick reviewed the plan to repair the boiler. The funding would come out of line item 7520 which has sufficient funds. Rick would manage the project. Shawn asked if Rick believed the cost is a fair price. Rick concurred it is fair. Peter moved for the expenditure of Library funds for the purpose of repairing the boiler. Shawn seconded. All in favor. Motion Passes.

Staff In-service Workshop:

Kip spoke to the need of a staff workshop as it is an opportunity for the staff to come together as a group. A facilitator would come in and guide us through the process on how to communicate as a team. Diana Eden and Kip interviewed possible facilitators, choosing Cheryl Gould to work with the team. The foundation will fund this process. Kip asked the board permission to close the library from 9-2 for one day in October for the all-staff portion. Grace asked is there is some soft of measurable conclusion. Kip confirmed that there will be. Shawn asked if there is a plan b should travel become restrictive and the facilitator is unable to physically be in the library. Grace moved that the library close from 9am-2pm on a yet-to-be-determined Friday in October for an all-staff in-service workshop. Peter seconded. All in favor. Motion passes.

Matters from Board Members, Library Staff, and Supporting Organizations:

Kip talked about a recommendation he received is that Bill Miller work with the board in a one-on-one training. Kip talked with Maureen and Peter and concluded it might be a good idea as Bill Miller can teach Wyoming specific training. Kip has tentatively booked time with Bill in the month of October. The cost of this training would be covered by the state. This is a training happening in all counties in the state. It would be a workshop for the board for 1 hour after the October board meeting. Peter asked for this topic to be added to the next board meeting. Grace shared that Teton County has had a board training in the past as well, which she found very useful.

Nina asked that we open the floor one more time for public comment. Peter pushed it back to after the items of the agenda.

Payment of Vouchers:

Shawn recommends the approval of the vouchers. Peter moved. Shawn seconded. All in Favor. Motion Passes.

Future Board Meeting at Alta Branch:

Kip suggests September or wait until spring. Grace felt September is too soon, but perhaps November or December if the pass stays open. Discussion has been tabled until next meeting.

Peter opened the floor for public comment. No comment

Adjourn:

Peter motioned to adjourn meeting. Grace seconded. All in favor. Motion passes.