



TETON COUNTY LIBRARY BOARD MEETING

Ordway Auditorium – Side B
125 Virginian Lane Jackson, WY
Thursday, May 18, 2023 @ 9:00am

THIS MEETING IS BOTH IN-PERSON AND VIRTUAL

Zoom link: <https://us02web.zoom.us/j/85682741299?pwd=Y29TWDJETkxJdGZma3hOZUpvUU1ROT09>
Meeting ID: 856 8274 1299 Passcode: 946934 Phone: 1-253-215-8782

REGULAR MEETING AGENDA

- Call to Order
- Adoption of Agenda
Suggested Motion: I move to approve the May 18, 2023 Regular Board Meeting Agenda.
- Approval of Minutes
 - [March 16, 2023 Regular Board Meeting - DRAFT](#)
Suggested Motion: I move to approve the minutes of the March 16, 2023 Regular Board Meeting as presented.
 - [April 20, 2023 Voucher Meeting – DRAFT](#)
Suggested Motion: I move to approve the minutes of the April 20, 2023 Voucher Meeting as presented.
- Public Comment on Matters not on the Agenda
- Correspondence
- Consent Agenda
 - Financial Narrative: [Staff Report](#)
 - Financial Documents: [Balance Sheet March 2023 Expanded](#); [Balance Sheet April 2023 Expanded](#); [P&L March 2023 Expanded](#); [P&L April 2023 Expanded](#); [P&L YTD FY23 Expanded](#); [County Revenue Report March 2023](#); [County Expenditure Report March 2023](#); [County Revenue Report April 2023](#); [County Expenditure Report April 2023](#)**Suggested Motion:** I move to approve the May 18, 2023 Consent Agenda
- Jackson Main Branch HVAC Service Contract
 - [Staff Report](#)
 - [Contract, Schedule A](#)**Suggested Motion:** I move that the Board approve the Award of Contract for HVAC services at Jackson Main Branch Library to Long Building Technologies in the amount of \$19,847.
- Library Hours – Seasonal Adjustment
 - [Staff Report](#); [Winter Space Use Summary](#); [Spring Space Use Summary](#)**Suggested Motion:** I move to set Jackson Main Branch library hours as Monday-Thursday 9am-7pm, Friday- 9am-5pm (Memorial Day – Labor Day), Friday 9am-6pm (Labor Day to Memorial Day),

Saturday 9am-5pm, and Sunday 1pm-5pm (Labor Day to Memorial Day) with an effective date of May 29, 2023.

- **Wonder Institute Recording Studio MOU**

- Staff Report
- [Memorandum of Understanding](#)

Suggested Motion: I move that the Library enter into the Memorandum of Understanding by and between the Teton County Library and the Wonder Institute establishing a Recording Studio and Media Editing Station.

- **Other Reports**

- [Director's Report](#)
- [TCL Foundation Report](#)
- TCL Friends Report

- **Matters from Board Members, Library Staff, and Supporting Organizations**

- Board By-Laws – [Presentment of proposed by-laws revisions](#)

- **Payment of Library Vouchers**

- **Vouchers**

Suggested Motion: I move to approve the payment of library vouchers.

- **Adjourn**

Library Board Planning Calendar (guidance only)

Annual Budget Process	<ul style="list-style-type: none"> • January – Board and BCC budget guidance provided • February – Budget submission to BCC • April – Budget presentation to BCC • June – Adoption of next FY budget
New Board Member(s) Orientation	<ul style="list-style-type: none"> • July
Financial	<ul style="list-style-type: none"> • Regular Meetings – summary reports • Quarterly (Oct, Jan, Apr, Jul) – Detailed reviews • July – Presentation of new FY budget to new Board • May – End of FY forecast
Strategic Plan Review	<ul style="list-style-type: none"> • September 2023 (approx. 9 months into new strat plan) • March 2024
Library Policies Review	<ul style="list-style-type: none"> • Continuous
Library Statistics	<ul style="list-style-type: none"> • Regular Meetings – Basic monthly statistics (in Director's Report) • Annually when State Report is submitted (date varies) • Special statistics on request
Library Director Performance Review	<ul style="list-style-type: none"> • Semi-Annually from Director's anniversary date (July 6)