

## **Board Meeting Minutes**

**Approved 12/19/2019**

### **TETON COUNTY LIBRARY BOARD MEETING**

**November 21, 2019**

#### **Board Member Attendance:**

Present: John Hebberger, Jr., Mark Hendrickson, Ari Goldstein

Absent: Grace Robertson, Susan Scarlata

**Audience:** Dawn Jenkin, Library Director; Isabel Zumel, Assistant Director; Diana Eden, Communications Coordinator; Laura Petix, Administrative Assistant; Joe Gagnon, Library Assistant, Sr.; Jerry Bilek, Library Assistant, Sr.; Angela Jordan, Adult Services Manager; Mary Flaminio, Youth Services Manager; Leah Shlachter, Adult Program Coordinator; Pauline Towers-Dykeman, Library Foundation Executive Director; Karen Terra, Library Foundation Board Chair; Alyssa Watkins, Teton County Administrator; Sarah Mann, Teton County General Services Director; Justin Miller, County IT Manager; John Graham, County Attorney's Office; Mark Newcomb, Board of County Commissioners; Tom Hallberg, Jackson Hole News & Guide.

**Public Comment:** No public comment.

#### **TCL Foundation and Friends of TCL Liaison Updates:**

Grace forwarded her Friends Board report to John Hebberger, Jr. to share in her absence. Grace's report included that at the Friends board meeting, the Library Director gave positive commentary addressing the concerns of seniors, the disabled and the library's involvement. Most of the meeting focused on record keeping, policies and procedures, bylaw updates and other updates. Grace's report noted that she is pleased with the way the book recycling program is going.

#### **Meet TCL Staff:**

Jerry Bilek, Youth Services and Joe Gagnon, Adult Services shared their current projects.

Jerry Bilek talked about the library radio show/podcast he hosts called, "Back of the Stacks" that airs every other Sunday morning at noon. The podcast includes general library stories and recordings of "Cabin Fever Story Slam," which is very popular. Recent topics have included our Kanopy streaming movie services, new digital materials, the privacy tools on the public computers, the Format Survey and book reviews. The radio show serves as a tool to enlighten patrons of what is new and going on at the library. Working with Diana Eden, our radio show can be shared on social media. John asked about audience size for the show. Jerry replied that while we cannot track radio listenership, we can monitor access through SoundCloud and look at statistics like Facebook sharing. From our statistics, we see that we have listeners all over the world.

Joe Gagnon talked about Adult Services team members conducting community outreach and the work he has specifically been involved with in outreach to the Teton County Health Department. Recently, outreach to the Health Department was in support of a teen health grant they received and we shared digital resources that teens could access anonymously. We are also looking at how we can support the Health Department's interest in the Stat!Ref health database and are planning to pursue training so we can assist them with their research. The full Adult Services team has been assigned to reach out to county departments. The next outreach will be to Jackson/Teton County Recreation and Parks Department. Dawn added that the library has been asked for research assistance about California wildfires by the Jackson Hole Fire Department.

**Consent Agenda:**

Minutes from the October 17, 2019 Board Meeting Minutes, Correspondence Report, Director's Report, October 2019 Financials, Library Supporting Organizations – TCL Foundation and Friends of TCL Reports.

John requested pulling Minutes from October 17, 2019. Ari requested pulling the Director's Report.

**Action Item:** Mark moved to approve the Consent Agenda. Ari seconded. All voted in favor.

*Director's Report:* Ari had a question regarding Filament Mind. Dawn responded that it is a sensitive matter because donors, Friends of the TCL and Jackson Hole Public Art are involved. It had originally been planned to have the Filament Mind on display until October 2020. Unfortunately, the display functions sporadically. Xssentials has donated their time with the light engines and two more can be changed. Dawn has been in contact with the Library Foundation and Jackson Hole Public Art so that she can present the board with a timeline of its decommissioning. Of course, that will depend on the health of the exhibit. Ari asked if more funding is involved and Dawn replied that we are not committing any more funding.

*October 17, 2019 Board Meeting Minutes:* John requested a change to the last page of the minutes. He asked that the sentence, "John suggested that the two individuals to lead the analysis effort be Alyssa and Dawn" be changed to, "John asked that the county and the library meet outside for a meeting to work out the library issues of IT support for the library. Specifically, the county represented by County Administrator, Alyssa Watkins, and the library by the library director said yes."

**Action Item:** Mark moved to approve the October 17, 2019 board meeting minutes with modifications and the Director's Report. Ari seconded. All voted in favor.

**Payment of Library Vouchers:**

John suggested that the October and November vouchers be included in one approval. Ari explained how his email regarding October vouchers did not make it to board members in

time for the meeting. He highlighted two items worth mentioning from October payments - the final payment of approximately \$10,000 to Envisionware for the self check system and a check to LiftOff for approximately \$9,000 for our annual Office 365 licenses. He was comfortable with the October vouchers.

For November, there was a small hiccup on the clerical side at the County which Isabel talked about in the November financial report narrative. It was a matter of a health insurance check not getting mailed to the County and two invoices in February and May 2019 which we did not receive. We resolved this and currently we are up to date with all health insurance premium payments to the County. All three checks were for approximately \$30,000, totaling nearly \$90,000 in health insurance payments. There have not been any issues with health insurance coverage. In November, a final payment of \$6,000 was made to Envisionware for the printing and public computer management system. Isabel explained that there was a small outage and it was discovered that the library's server had to be replaced. We expended \$9,000 for a server replacement. Ari explained the trial with billing for Alta collections through the Sirsi acquisitions module. It was cumbersome with reconciling and we will be switching back to using the Filemaker Pro system for Alta, as we are doing now for Jackson collection purchases. Finally, Ari pointed out that there was a delay in receipt of property tax revenue from the County.

**Action Item:** Ari moved to approve October and November 2019 vouchers. Mark seconded. All voted in favor.

#### **Library Director Updates:**

Isabel extended an invitation to board members to attend the Family Place Libraries presentation on December 11. The founder of this national movement is coming to talk about the program. John suggested sending an invitation to the full board. Dawn reminded everyone about the Alta Branch 10<sup>th</sup> anniversary celebration on December 6 at 2pm.

#### **Challenges to the Confidentiality of Library Records Policy:**

Dawn explained that there was no public comment. She thanked John Graham from the County Attorney's Office for his advice and asked the board for approval of the policy.

**Action Item:** Mark moved to approve the Challenges to the Confidentiality of Library Records Policy. Ari seconded. All voted in favor.

#### **Contract for Accounting Services:**

Isabel explained that there was a formal bidding process and thanked John Graham for reviewing the contract. We reached out to several accounting firms and received one proposal from Toran Accounting. We have been working with Toran Accounting and are pleased with their service. The recommendation is a two-year contract with Toran Accounting. Ari asked if the price was fixed for the duration of the two years and Isabel confirmed. Mark asked if there was an agreement within the contract in case it did not work out and Isabel confirmed.

**Action Item:** Ari moved to approve the contract for accounting services with Toran Accounting. Mark seconded. All voted in favor.

**Contract for Graphic Artist Services:**

Isabel explained that there was a formal bidding process and thanked John Graham again for reviewing the contract. We reached out to several graphic design firms and received six proposals, including one from our former staff Graphic Designer, Walt Gerald. The recommendation is to award the contract to Walt Gerald/Wild Iris Press because the projects included in the contract are focused on the library's program promotions, projects which are a strength of Walt. Ari asked if the projects were specific. Isabel explained that the contract included specific projects through 2020. She explained that the bidding process also introduced us to other graphic artists in the area that we could work with on future projects. Ari asked if the rate was hourly and Isabel confirmed. John asked if the hours were capped and Isabel confirmed they were and that the estimate of hours was accurate.

**Action Item:** Ari moved to approve the contract for graphic design services with Walt Gerald/Wild Iris. Mark seconded. All voted in favor.

**Library Technology Update:**

John asked if there were any questions regarding the two IT reports included in the board packet, one by Isabel with the library's perspective and one by Justin with County IT's perspective. John indicated that he received comments from Grace in which she expressed appreciation, but wanted to spend more time to delve into the matter. John asked Isabel, Justin, Alyssa and Dawn if they had more commentary for this discussion item. Dawn replied that she and Alyssa had two meetings. She also met with Sara and Justin. There has been email communication as well. She indicated that the library considered the suggestion of hiring an IT Coordinator and continuing with the rotation of the IT Technician through County IT, but upon further review, she and Isabel reaffirmed their initial recommendation of having an IT Coordinator and IT Technician on the library staff. Alyssa thanked the board for the opportunity to weigh in on this process. Mark replied that he had a number of discussions with Dawn and Isabel and thinks that there are relevant items that both Isabel and Dawn have brought up and he understands the issues at hand.

Ari suggested a sub-committee, similar to the one they had for strategic planning and the employee housing issue, because the sub-committees were effective in delving into the issues. Ari suggested that the committee should consist of a representative from the library, from County IT and the library board. John indicated Grace would be interested, but would need to confirm and he asked if Ari was interested serving on this committee.

Isabel stated that she understands that this is a large decision, but was concerned about moving towards a resolution quickly because the current arrangement is placing pressure on both library staff and County IT staff to work outside of the current agreement in order to get projects underway and issues resolved. She understood that many of the terms are

technical and she asked if there were any questions now that could be answered to quicken this process. No specific questions were raised. John and Ari agreed this needs to happen quickly, but no decisions were to be made at this board meeting.

Mark asked about the cost analysis for hiring the Library Technology Manager and how Isabel determined that there would only be an additional \$10,000 added to the personnel budget. Isabel explained that the library had already budgeted for the IT Technician position in the current budget year. There was another library manager position in the current fiscal year budget, but we chose not to hire that position. The difference between the original budgeted manager and the suggested Library Technology Manager is \$10,000.

It was agreed that the sub-committee would consist of Isabel, representing the library, Justin, representing County IT, and two library board members. John indicated that Grace expressed interest. Ari agreed to be on the sub-committee. Pauline mentioned that the Foundation funds some library technology and offered to be on the committee if it was helpful.

John stated that no decision would be made at the meeting. He indicated that Grace expressed to him that she was not comfortable with making a decision today. Mark concurred. Ari said he will coordinate getting the sub-committee together as quickly as possible.

The meeting adjourned at 1:10 pm.