

Board Meeting Minutes

Approved 2/21/2019

TETON COUNTY LIBRARY BOARD MEETING

Thursday, January 17, 2019

Board Member Attendance

Present: Ari Goldstein, John Heberger, Jr., Mark Hendrickson, Carol Peck, Susan Scarlata

Audience: Sid Stanfill, Interim Director; Isabel Zumel, Assistant Director; Leslie Ryan, Accounting Specialist; Diana Eden, Communications & Digital Media Specialist; Joe Gagnon, Library Assistant, Sr.; Pauline Towers-Dykeman, Library Foundation Executive Director; Karen Terra, Library Foundation Board Chair; Todd Fletcher, County IT Manager; Commissioner Mark Newcomb, Board of County Commissioners.

Public Comment: Karen Terra was complimentary of the library staff efforts in presenting Mountain Story.

Foundation and Friends Liaison Update: John, as board liaison to the Library Foundation Board, shared that a description of the library board liaison to the Library Foundation Board was developed and will be useful for the future. Susan, as board liaison to the Friends of Teton County Library Board, had no updates.

Consent Agenda: Minutes from 12/12/2018 Board Meeting, Correspondence Report, Director's Report, Financials – December 2018, Library Supporting Organizations – TCL Foundation and TCL Friends/Volunteer Reports

John and Susan requested pulling the Director's Report.

Action Item: John moved to approve the Consent Agenda. Susan seconded. All voted in favor.

Director's Report

John shared that he attended the January 2019 library staff meeting. He was complimentary of the long list of staff recognition provided by fellow staff members. The program, led by Adult Services Manager, Angela Jordan, was well done and involved staff participation. John and Susan brought attention to the Teton County Auditor's report that was included in the Director's Report. Both noted that the characterization of the Library Foundation was unfortunate and inaccurate. The statement about the Library Foundation not including their financials in the Teton County Library's audit appeared to imply that something was amiss with the change in by-laws, such as the possibility of the Foundation raising funds for other government entities. Pauline explained that the reality was that the Foundation's by-laws were changed more than a year ago so that the Foundation could support other public library foundations around the state in reaching fundraising matches instigated by the Wyoming legislature making an appropriation to public libraries in all counties. Carol asked about correcting the public record. Pauline suggested the Foundation furnishing a written response to correct the record.

Action Item: John moved to approve the Director's Report. Ari seconded. All voted in favor.

Payment of Library Vouchers

Ari said that there was nothing out of the ordinary. He will follow up with the Facilities Coordinator on a plowing bill for moving snow.

Action Item: Ari moved to approve the monthly vouchers. John seconded. All voted in favor.

Library Technology Plan – Progress Update

Sid reviewed the written report he provided to the library board. One of the last things he will participate in before he finishes his contract is assisting with the massive computer recycling project. Isabel shared progress made on the priority items for upgrades and replacements identified in the Library Technology Plan. Immediate priorities include replacement of self checkers and a new priority of replacing the circulating laptops in the Youth Wing because of issues more of these laptops are experiencing. Todd noted that the outstanding issues with the phone and wifi upgrades in Jackson are addressing the phone system in the Ordway Auditorium and segregating the library's public and staff/business wifi. Since the wifi was upgraded, wifi is available 24/7, which is the county's standard.

John reported that the County Commission approved the hiring of two full-time County IT employees to support the library and other county entities. The library will pay 1/3 of the cost of the three Library Technicians who will be rotated to provide on-site support at the library five days a week. Mark asked about the talent pool for filling these positions. Todd remarked that he knows the local IT community and will be doing some targeted outreach. The jobs have been posted.

FY 2019: Mid-Year Budget Review and FY 2020: Preliminary Budget Planning

Isabel reviewed the mid-year budget report provided to the library board and the projections that show that there is room in the FY 2019 budget to put funds towards investments in technology upgrades and replacements. The largest savings have been in personnel, precipitated by turnover.

Ari asked about the library's goals and our budget strategy for FY 2020 as these will be important to clarify before deciding the direction for the remainder of the FY 2019 budget. Carol requested that we look at where we are with strategic plan goals when we further discuss FY 2019 and FY 2020 budgets. John recognized that the past eight months have not been typical in terms of planning. However, he expressed concern about the timing of the FY 2020 budget approval, giving a very limited timeline for the board to have adequate discussion. John echoed Carol's request that the budget represent the strategic plan priorities and directions. He also noted that the County Commission may possibly expect a smaller budget request because of the changes in how we manage library IT. Ari said that large budget items are fixed. For example, personnel costs which are about 80% of the budget, leaving 20% of the budget as variable. While Ari acknowledged the short timeframe for FY 2020 budget preparation, he felt that what is proposed will not be an uninformed budget request.

Carol asked about the preparation of the FY 2020 library foundation budget. Isabel said that the largest variance will be the technology budget supported by the foundation. We may roll much of this budget, with the exception of the Youth Auditorium. We've received one bid for upgrading the Youth Auditorium. Pauline said that she talked with the Foundation board about rolling some of the technology budget to FY 2020. College Prep is another anomaly, with the need for increased expenses for contractors because of library staffing changes.

Other Business

Carol and the library board acknowledged that Sid's last day as Interim Director was February 2, 2019. The library board thanked Sid for his work and support during the transition period.

Carol adjourned the meeting at 1:00 p.m.