Board Meeting Minutes
Approved 3/21/2019
TETON COUNTY LIBRARY BOARD MEETING
Thursday, February 21, 2019

Board Member Attendance
Present: Ari Goldstein, John Hebberger, Jr., Mark Hendrickson, Susan Scarlata
Absent: Carol Peck

Audience: Dawn Jenkin, Library Director 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; Julianne Fries, County HR Director; Commissioner Mark Newcomb, Board of County Commissioners

Public Comment: Karen Terra welcomed new Library Director, Dawn Jenkin.

Foundation and Friends Liaison Update: No new updates.

Consent Agenda : Minutes from 1/17/2019 Board Meeting, Correspondence Report, Director's Report, January 2019 Financials, Library Supporting Organizations – TCL Foundation and TCL Friends/Volunteer Reports

Mark requested pulling the January 2019 Financials. Susan requested pulling the Minutes from 1/17/2019 Board Meeting. John requested pulling the TCL Foundation report.

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

Dawn updated the board on a couple of activities. She visited the Alta Branch and had a meet and greet with community members. She also established a regular cycle of bi-monthly staff meetings and last week facilitated the second full staff meeting since her arrival.

January 2019 Financials
Mark asked if Leslie Ryan, Accounting Specialist, will be writing the monthly financials report. Isabel replied that she will in the coming months.

Minutes from 1/17/2019 Board Meeting
Susan noted that a Tier 1 IT Technician was referenced in the minutes and asked the status. Todd said that a first round of interviews was completed with Dawn participating in the interviews. The candidate who was extended an offer declined so another recruitment will be initiated. Susan asked about when the five year technology replacement plan will be completed. Isabel responded that some decisions will be happening soon about near term replacements and that it is possible that by the March library board meeting a complete five year replacement schedule will be ready.

TCL Foundation Report
John asked if there was an update on a lease of space with the TCL Foundation and TCL Friends. Isabel shared that the County Attorney's office indicated that they will contact the TCL Foundation directly about

a draft lease. Dawn asked for clarification about this topic. John and Pauline explained that in April 2018, the issue of developing leases for non-county organizations that utilize county properties was raised by County Administration. John added that a lease would probably reflect an in-kind contribution of space for the TCL Foundation and TCL Friends given the level of contribution and support both organizations provide to the library.

Action Item: Susan moved to approve the January 2019 Financials, Minutes from the 1/17/2019 Board Meeting and the TCL Foundation Report. Mark seconded. All voted in favor.

Payment of Library Vouchers
John said that he received an email that Ari will be arriving late to the meeting. Ari reviewed and signed all of the voucher and there was nothing unusual.

Action Item: Mark moved to approve the monthly vouchers. Susan seconded. All voted in favor.

Library FY 2020 Budget Proposal
Dawn referenced the discussion at the February 14,2019 library board meeting about the direction for the Library FY 2020 Budget. She reiterated that the reduction in personnel and salaries resulted in a decreased request compared to FY 2019. Dawn added that the FY 2020 budget also reflects one-time capital expenses with completing technology upgrades in Jackson and the Alta Branch.

Susan asked what **"casework"** was in the listing of replacement of assets. Dawn said that she would ask Kevin Chatham, Facilities Maintenance Coordinator, for clarification, but it likely referred to book cases and shelving for our collections.

John asked for clarification on staff hiring. New staff hires were not in the FY 2020 budget, but it was discussed in the Director's Report. Dawn said that this referred to how we can address some administrative duties in the Communication and Administration divisions of the library. She said that although the Communications Manager position is currently vacant, we left the position in the personnel budget.

John highlighted as positive the increase investment in staff development and the directional change with ratio of expenses moving towards national averages in public libraries. He suggested highlighting the budget and property tax request decreases when we present the budget to the Board of County Commissioners.

Dawn said that the FY 2020 budget shows expense decreases while also expanding remote capabilities for all of Teton County.

Action Item: Susan moved to approve the Library FY 2020 budget for submission to the Teton County Clerk. Mark seconded. All voted in favor.

Library Statistics FY 2019 Mid-Year Review
Isabel summarized the overall trends of where the library is experiencing growth in its services, where it is experiencing stability and where service use appears to be contracting. These trends are based on comparing our year to date performance compared to totals in the full FY 2018. Known periods of heavier

library use in the second half of the fiscal year may result in meeting or exceeding FY 2018 totals in some service categories even though that may not be fully reflected in the report.

With regard to print collections, Dawn observed that there may be lessons learned from the Alta Branch that we could incorporate in Jackson since Alta's print collection circulation appears to be growing.

Mark asked if our library is following national library trends in the areas that appear to be declining. An example is decreases in Latino program attendance. Isabel explained that the example of Latino programs is more situational than an actual trend. The library was involved in heavily attended Latino community forums in Fall 2017 that did not occur in Fall 2018 because the community conditions were different.

Susan asked about the 2018 calendar year being the year that we expanded hours in Jackson. She asked if there were door counts that could show if there was an effect on visits. Isabel said that our current door count system does not have the ability to record counts hour by hour. An hour by hour door counter is a tool that we will want to look at.

Dawn said that we will need to analyze and understand our numbers to have greater context. Isabel explained that there are seasonal trends that we are aware of. For example, our heaviest program attendance occurs in the second half of the fiscal year. While our program attendance numbers appear lower at this point in time, with the exception of College Preparation and Latino program numbers that had situational changes from the same period in the previous year, our program numbers look about right for this period of the fiscal year. Dawn added that major analysis, for example with our print circulation, requires granularity. We also need to have a feedback loop with the public about our collections this year. Our discussions around library collections will begin with an all-staff meeting in March.

John asked about declines in reference services. Dawn said that reference service declines have been seen in libraries which have not revamped and correctly promoted these services. Analysis will be needed in this service area as well. Libraries across the nation that have put attention on revamping reference have experienced success.

John asked about public internet computing declines. Dawn said that we are looking at this now with County IT and we had a staff meeting about it this week. We will be moving gradually to a transition to laptop lending because we want to provide the correct balance of technology. We are also looking at a mixture of computing experiences with different hardware and operating systems provided to meet diverse technology needs.

John described the longitudinal data set with over a decade worth of data that the library board has looked at in the past. He requested that we include that data set again in the FY 2019 end of year report. He asked board members about preferences around frequency for statistical reporting. Ari said he preferred quarterly; Mark said he preferred biannually. Dawn suggested biannually so that we can dig deeper and share national and industry standards and comparisons when we present these report. John said he preferred biannually, but suggested we raise this question again at the March library board meeting when Carol returns.

John adjourned the meeting at 12:47 p.m. The board subsequently entered executive session.