

Board Meeting Minutes

Approved 5/16/2019

TETON COUNTY LIBRARY BOARD MEETING

Thursday, April 18, 2019

Board Member Attendance

Present: Ari Goldstein, John Heberger, Jr., Susan Scarlata

Absent: Mark Hendrickson, Carol Peck

Audience: Dawn Jenkin, Library Director; Isabel Zumel, Assistant Director; Leslie Ryan, Accounting Specialist; Kevin Chatham, Facilities Coordinator; Tiffany Russell, Library Assistant, Sr. ; Diana Eden, Communications & Digital Media Specialist; Pauline Towers-Dykeman, Library Foundation Executive Director; Karen Terra, Library Foundation Board Chair; John Graham, County Attorney Office; Commissioner Mark Newcomb, Board of County Commissioners

Public Comment: No official Public Comment. Karen Terra stated the sign on Broadway directing patrons to the library is too small.

Foundation and Friends Liaison Update: John Heberger, Jr., Foundation Liaison, reported the next Foundation meeting is not until June. In the interim he and Pauline have discussed the need to consider how Foundation housing support is handled. He also reiterated that the Foundation support to assist library staff is greatly appreciated. Susan, Friends Liaison, had no Friends update.

Meet TCL Staff: Kevin discussed current facility projects. A compressor which failed will be replaced by Long Technology when weather is completely cooperative. The two roof leaks occasioned by this winter's weather are being repaired under contract by Firestone who originally installed the roof. Finally, three contracts came up for renewal and were put out for formal bid: Alta cleaning contract, Jackson cleaning contract and HVAC maintenance. White Glove submitted bids and was awarded the two cleaning contracts and Long Technology was awarded the HVAC contract. Kevin requested Board signatures on the three contracts. Tiffany then spoke about the oversize book collection she discussed with Susan Centrella, researched, relabeled and created a specific display area on the southwest wall of the library's main wing to bring better visibility to this collection. Previously, oversized books in the adult collections were stored on bottom bookshelves in our stacks.

Consent Agenda: Minutes from 3/21/19 Board Meeting, Correspondence Report, Director's Report, March 2019 Financials, Library Supporting Organization Reports-TCL Foundation and Friends of TCL Reports.

Susan requested pulling the Foundation Report; John requested pulling the Director's Report and March 2019 Financials.

Action Item: Susan made a motion to approve the Minutes and the Correspondence Report. Ari seconded. All voted in favor.

TCL Foundation Report

Susan saw the mention of the Redmond Street apartment unit being open to staff in June 2019. Pauline said that a two year lease was signed on the property. The current library employee in the unit is slated to move around June 2019. We will want to figure out the process for re-filling the unit with the housing task force since we are not in an active library position recruitment. Susan asked who is on the housing task force. Pauline said that we will look at who was on the task force previously and then possibly John, who was on the task force, and Dawn can invite other staff to participate. John emphasized appreciation for the Library Foundation's support of employee housing.

Director's Report

John asked about the current process for county involvement with the contracts described in Kevin's presentation. Dawn replied that the county has been generous with providing legal review through the County Attorney's Office.

John asked about the primary drive for moving to RFID (radio frequency identification) for our collections. Dawn said that most libraries transition to RFID for circulation and security on items. We do not have a need to increase security on our items with RFID; rather it will speed up check outs and inventory of our items. Library self check technologies are increasingly moving to RFID and we want to join this trend and be in position to take advantage of other technological efficiencies that may develop with RFID. We discussed RFID at an all-staff meeting and staff unanimously approved moving in this direction.

John asked if the library having a dedicated Circulation Department was a possibility, and if so, if that could be discussed at the next board meeting. Dawn observed that the staffing structure transitions have been tremendous. Her work will be to move the library into a recognizable staffing structure that aligns with the professional standards for public libraries. A Circulation Department is standard in libraries.

March 2019 Financials

John suggested including in our reporting a historical comparison for trends over multiple years. Ari suggested in the more detailed quarterly financials that we could include longitudinal comparisons. Isabel said it was possible to generate on a quarterly basis data going back two of fiscal years on the large categories of income and expenses.

Action Item: Ari made a motion to approve the TCL Foundation Report, Director's Report and March 2019 Financials. Susan seconded. All voted in favor.

Payment of Library Vouchers: Ari reported that the only anomaly was upfront fees as we shifted copier leases.

Action Item: Ari made a motion to approve the payment of library vouchers. Susan seconded. All voted in favor.

Library Director Updates: Dawn shared the following updates:

- We would like to consider scheduling a library closure for a staff in-service. We will bring a proposal for this in May.
- We will launch a survey in September 2019 on formats and technology patrons desire for accessing library materials.
- In May, Dawn and two library employees will visit the Wyoming State Library in Cheyenne for the Library Director orientation and to get more clarity on statistics that the state provides us.
- Five illuminators will be replaced on Filament Mind in the foyer to understand the capability of this art piece.
- Dawn and Kevin met with Teton County's General Services and County Facilities on facilities maintenance needs. Prior to this meeting, Dawn and Kevin had completed a facility review with similar elements that General Services and County Facilities had suggested. We appreciated the county's reporting format and may fill in our review with similar formats.

FY 2019, 3rd Quarter Financial Report: Isabel shared that the quarterly financial report indicates that we are on track to end FY 2019 with cash in hand amounts that we projected and on which we based our FY 2020 budget request.

Project Outcome Library Program & Service Evaluation Report: Isabel reviewed the Project Outcome patron feedback survey reports for 2018 and the first quarter of 2019. She explained how Project Outcome has informed adjustments to increase responsiveness of library programs and prioritizing the patron outcomes we want to inspire. John asked if this data supports evaluation of our strategic plan. Isabel said that Project Outcome was one method for gauging progress on our strategic plan related to library programs. Dawn said that planned materials formats and technology surveys will provide feedback on the library's collections, services and technology.

Library Board Relationship with County Attorney's Office: John summarized his and Carol Peck's positive and constructive meeting with Teton County and Prosecuting Attorney Erin Weisman. He expressed appreciation for the County Attorney's office being prepared to provide legal assistance to the library.

Other Business: Library board members reviewed their liaisons with each of the County Commissioners. The call for library board member applicants opens in late April/early May.

John adjourned the meeting at 1:25 pm. The library board subsequently entered Executive Session.