

Board Meeting Minutes

Approved 6/20/2019

TETON COUNTY LIBRARY BOARD MEETING

Thursday, May 16, 2019

Board Member Attendance

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

Absent: Mark Hendrickson

Audience: Dawn Jenkin, Library Director; Leslie Ryan, Accounting Specialist; Eva Dahlgren, Alta Branch Library Director; Virginia Grosse, Part-Time Library Assistant, Alta Branch; Beverly Koller, Part-Time Library Assistant, Alta Branch; Pauline Towers-Dykeman, Library Foundation Executive Director, Michael Scheller and Jim Wilson.

Public Comment: No Public Comment.

Foundation and Friends Liaison Update: Susan, Friends Liaison, reported two new Little Free Libraries will be placed, one at Dornan's and one at Hoback Market. She further reported at the beginning of the meeting two people wished to be President, by the end of the meeting it was decided there would be a President and Vice President of the Friends Board. The new structure and individuals to fill the positions will be formally voted on at June meeting. John, Foundation Liaison, reported that while there had not been a Foundation meeting, an agreement among the County, Friends and Foundation regarding library facility use was still in progress and may be available by the next Board meeting.

Meet TCL Staff: Eva outlined the Baby Time program offered on Thursdays, mentioning that 10 families had attended the session currently in progress, and indicated its importance as one of the programs furthering the Library's goal of assisting community members in developing and maintaining connections with each other. Outside of the Library, Eva is on the Board of the Wyoming Buckaroo Committee which selects the Buckaroo award winning books for Kindergarten thru 3rd Grade from the nominations made by students and teachers. She then introduced Part-Time Library Assistants, Virginia Grosse and Beverly Koller, and explained their Thursday-Saturday rotating schedules which allow one of them to be available during the Branch programs occurring on those days. Eva explained further her addition of Friday to the Branch's schedule and the necessity of being open 5 days of the week. She indicated remote accessibility via wifi and Facetime for the Alta Branch and patrons is improving; a student was able to utilize Facetime to attend virtually the College Prep course offered at the Jackson Branch. There is increasingly growing interest in streaming programs from the Jackson Branch to the Alta Branch.

Consent Agenda: Minutes from 4/16/19 Board Meeting, Correspondence Report, Director's Report, April 2019 Financials, Library Supporting Organization Reports-TCL Foundation and Friends of TCL Reports.

Susan requested pulling the Financials; John requested pulling the Director's Report.

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

April 2019 Financials

Susan asked if this were the first time seeing a full-staff line-item amount. Dawn stated that there were additionally two Part-Time Positions being hired for but essentially, yes. John pointed out that the line-item amount fell under Administration, which is still under budget for the year.

April Director's Report

John noted Todd Fletcher is leaving June 1 and asked what the County was doing to replace him. Dawn stated an ad for the position has been placed. She further indicated that while the field is competitive for people who are well-qualified, particularly in security aspects of IT, and that private sector salaries are generally hard to match in the

public sector, she is confident the right fit will be found. Finally, Dawn assured the Board that she and Isabel had meetings scheduled with Todd to ensure that the County IT division and General Services Department are apprised of details and timelines of current and future projects.

John additionally asked the Board members if they were comfortable moving review of the shared services agreement with County IT to October rather than August as originally proposed. In lieu of a review, an evaluation structure would be developed by August. Carol indicated she would be comfortable delaying the review if six months' data would lead to a more meaningful review. Dawn stated that historically the Library IT position provided support to the Library and to patrons; currently the IT person sits in a back office. She would like time to evaluate if that physical structure works and she may need more time to do so; she may want to move him/her to the Public Computer area. Ari asked if there may be anyone promoted from within County IT. Dawn replied that Shane Flud applied, but was recently promoted to his current position and that she did not know if he was up for consideration. Additionally Dawn assured the Board she and Isabel would be present for interviews. Board consensus was that October is the agreement review deadline. John asked Dawn to summarize feedback from staff on the Staffing and Scheduling full staff meetings. Regarding Staffing and Scheduling Dawn indicated she learned about the historical changes in scheduling. While staff feedback was solicited around scheduling, it was often ignored leading to some difficulty moving forward to the present and future. In response, Dawn has solicited feedback via several productive open individual and group discussions. Dawn's path forward is to staff public desks so staff specialists are scheduled in specific service desks thereby better serving patrons in addition to increasing staff knowledge and confidence.

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

Payment of Library Vouchers: Ari pointed out that two copier leases exist and will for the foreseeable future, but that Xerox is reimbursing the Library for the Wells Fargo lease payments.

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

Library Director's Updates: Dawn updated the board on progress regarding the Filament Mind project. The Foundation via Pauline assisted with further analysis regarding a path forward for the project; identified specialists in this type of artwork and the artist were consulted. Five replacement illuminators not originally installed will be via lift by June 8. By the June Board meeting a final report will be complete allowing discussion of the current commitment of time, maintenance, money and functionality of the piece versus what was originally intended.

Draft Video Surveillance Library Policy: Outside parking lot cameras were originally installed due to tool theft during the construction phase. Dawn stated as libraries are places of privacy, patrons should know that the parking lot/street cameras are present and used to view criminal acts and safety issues. Additionally patrons should be informed that the Library provides video copy to law enforcement and to Wyoming youth and family protective services when requested.

Action Item: John moved to approve opening the Video Surveillance Policy to a 45 day public comment period. Ari seconded. All voted in favor.

Request for Library Closure for Staff In-Service Day: Dawn requested the Library be closed for an all-staff training on August 23, which will include a visit from Wyoming State Library staff, and to end the day with a family barbeque. Dawn further outlined her plan for the staff in-service day.

Action Item: Susan moved to approve one day closure for Staff for In-Service Day on August 23, 2019. John seconded. All voted in favor.

Revision of Jackson Main Library Weekend Hours: In the interest of better serving patrons, revising the Jackson branch library hours has been considered. Isabel performed a space study from April 7-May 4, 2019. The results

indicated revising Saturday hours from 9:30 a.m. to 2:30 p.m. to 9:30 a.m. to 5:00 p.m. and Sunday hours from 12:30 p.m. to 6:30 p.m. to 1:00 p.m. to 5:00 p.m. This would best accommodate patrons and ease staff scheduling. Due to the summer reading program, staff has asked the new schedule begin September 1, 2019. The revision approved for opening a 45 day public comment period. This topic will be revisited at the June Board meeting and.

Library Board Planning: Application period is still open; the application deadline is 6/17 and interviews will take place shortly after. Appointments will be made at the end of the interview day.

Carol adjourned the meeting at 1:30.