



APPROVED
TETON COUNTY LIBRARY BOARD MEETING MINUTES
May 20, 2021

The Teton County Library Board held its regular meeting on May 20, 2021 in the Board of County Commissioner Chambers and via Zoom. The meeting was called to order at 8:37 am by Vice Board Chair Grace Robertson.

Board members present were:

Nina Lenz, Grace Robertson, Dail Barbour, and Peter Stalker. **Absent:** Mark Hendrickson

Meeting Speakers: Deb Adams, Interim Director; Justin Miller, County IT Manager; Keith Gingery, Chief Deputy County Attorney

Zoom meeting speakers were: Estella Terrazas, Administrative Services Manager; Pauline Towers-Dykeman, Executive Director Teton County Library Foundation

Adoption of the Agenda:

Peter moved to adopt the agenda. Dail seconded. All in Favor. Motion passes.

Executive Session: Personnel Matter:

Dail moved to go into Executive Session to discuss a personnel matter. Nina seconded. All in Favor. Motion passes. Board moved to Executive Session at 8:43am.

Board came out of Executive session at 10:03am. No action was taken in Executive Session. Peter moved to return to public meeting. Grace seconded. All in favor. Motion passes

Public Comment: None

Public Hearing: Proposed Changes to Circulation Policies

Peter moved to open public hearing for comment on the proposed changes to circulation policies. Dail seconded. No public comments were made. Peter moved to close the public hearing. Dail seconded. All in favor. Motion passes.

Proposed Changes to Circulation Policy

Deb presented the staff report on circulation policy. She commented that of the public comments received, two thirds were for going fine free, a quarter were against the policy and a small amount were neutral. She also noted that other libraries in Wyoming have gone fine free.

Grace asked about the impact on the materials in circulation when patrons do not return them. Deb clarified that once a patron had used all their renewals, their borrowing privilege would be blocked until they paid for items or brought them back, and a bill would exist on their library card.

Peter moved to approve the changes to the Library's Circulation Policy as presented. Dail seconded. All in favor. Motion passes.

Correspondence:

Grace spoke to the correspondence received.

Approval of Minutes:

Dail moved to approve the minutes. Peter seconded. All in favor. Motion passes.

Consent Agenda:

Dail asked for clarification of the Revocation of Order Requiring Face Masks. Deb talked about staff and patron reactions to masks. Deb discussed the County's green phase guidelines and CDC guidelines. She also spoke to the Covid guidelines that are remaining in place. Peter moved to approve items on the Consent Agenda with the motion as stated in the respective staff reports. Grace seconded. All in Favor. Motion passes.

Matters from Board, Staff and Liaisons:

Deb gave the Director's Report. She also noted staff retiring and some of the challenges to hiring. Grace asked about the air flow in the library. Deb answered that the air flow has been pulled back and is not running 24/7 like before. Deb talked about the number of positions currently open. Deb shared that the plan with summer reading which will remain as planned earlier in the year because of the uncertainty of the County's COVID phase for summer. Nina asked about the curbside desk. Deb explained that the library is not staffing the reference desk at this time, which means the curbside desk will remain for now. Board members asked for a report on current staff vacancies. Deb will present in June.

Estella gave the staff report on the County IT Agreement Update. She talked about the positive impacts of the now monthly meeting between County IT and the Library. Dail asked about the protection of patron privacy currently at the library. Deb said the library maintains confidentiality of patron records in accordance with state statutes and that the state library manages the library patron records. Grace asked Justin Miller, County IT director, for more information on the access that county IT has to patron information. Justin confirmed that technicians do not have access to patron information, and they are aware of the policy regarding such restriction.

Pauline spoke to the Foundation report.

Dail gave the Friend's report: donations are up, the Friends are no longer quarantining materials, the senior book club is not yet meeting in person and the Book Nook is picking up. They are meeting on May 26th.

Director Search:

Nina talked about the progress completed in the director search. She has confirmed that there will be more meetings to discuss how they would like to move forward. The next meeting is May 26th at 9:30am.

Employee Housing:

Nina shared her concerns regarding employee housing needs for the library. She spoke to two options: increasing pay with the county and offer some sort of employee housing options. She asked about a staff survey to collect information. She also spoke to what options are currently available in the county. She suggested that a board member take ownership of this topic and work a staff member to start the process. The board discussed. Deb said that research for designing a survey would make a good staff project. No action taken.

Board Governance:

Grace gave an update on the work with communications and relationships between the Library Board and the Foundation and Friends. She opened the floor to discussion. She also spoke to a tri-board quarterly meeting

with the Library Board including the Director, the Foundation, and Friends which would replace the liaisons. Dail asked what the tri-board meetings would entail. Grace talked about the key points that would be addressed in the tri-board meetings. The board discussed what would be covered in the monthly reports from the Foundation and Friends, and what would be covered in the tri-board meeting. The Foundation Board and the Friends Board must review and vote before the Library Board can move forward with a vote. No action taken.

Grace talked about the Board of County Commissioners' relationship. She spoke to what is expected in the quarterly meetings with the BoCC. Keith spoke to all the members of the library board attending BoCC meetings, and how to have a special meeting at the time of the BoCC meeting. No action taken.

Payment of Vouchers:

Peter spoke to the vouchers. Peter moved to approve. Grace seconded. All in Favor. Motion passes.

Executive Session: Personnel Matter

Peter moved to go into Executive session. Nina seconded. All in favor. The motion passes. The board moved to executive session at 11:26am.

The board came out of Executive session at 11:44am. Peter moved to approve the extension of Deb Adams' contract as Interim Director through June 30, 2021. Dail seconded. All in favor. Motion Carries.

Adjourn:

Peter moved to adjourn. Nina seconded. All in favor. Meeting adjourned at 11:45am.