



**Approved**  
**TETON COUNTY LIBRARY BOARD MEETING MINUTES**  
**June 17<sup>th</sup>, 2021**

**The Teton County Library Board held its regular meeting on June 17th, 2021 in the Board of County Commissioners Chambers and via Zoom. The meeting was called to order at 8:42am by Board Vice Chair Grace Robertson.**

**Board members present were:**

Nina Lenz, Grace Robertson, Dail Barbour, and Peter Stalker.

**Additional meeting speakers were:**

Maureen Sullivan, Deb Adams, Estella Terrazas, Keith Gingery, Maggie Schilling, and Kip Roberson

**Adoption of the Agenda:**

Peter moved to approve the agenda. Nina seconded. All in favor. Motion passes.

**Public Comment:**

No public comment.

**New Director Transition:**

Grace took a moment to thank Nina on her work in the director search. Grace introduced Kip Roberson. Kip introduced himself. Grace spoke to the employment agreement terms and conditions for Kip Roberson.

Peter spoke to extending Maureen Sullivan's contract with the board. Her extension would cover the period of this board meeting to the next board meeting of July 15<sup>th</sup> to assist Kip in his transition to director. Peter asked for a motion to approve the extension. Grace moved to extend Maureen Sullivan's contract. Nina seconded. Dail asked for some additional details as to Maureen's duties, as well as adding the Board as a point of contact. Maureen spoke to Deb being her primary point of contact, however she is open to communication with the Board. She also spoke her conversations with Kip and Deb regarding Kip's first couple of weeks in the library. She also spoke to her activities with Kip in being a sounding board with him and provide guidance with types of meetings and documentation he might need. Maureen has also formed a list of individuals and groups that she feels would be important for him to spend time with. Dail asked what Maureen's approach with communicating with the board will be. Maureen confirmed that her contact of late has been with Grace. Grace proposed that continue. The board discussed. Deb spoke to her goals with onboarding Kip. Dail moved to amend the letter of engagement to include adding the board as a point of contact. Peter seconded. All in favor. Motion passes.

Deb spoke to the extension of her contract through the onboarding of Kip with an as needed schedule. Peter asked Keith Gingery regarding the language of the contract. Keith confirmed the wording is for as needed. Nina moved to adopt the addendum #2 to the Interim Director contract for Deb Adams. Peter seconded. All in favor. Motion passes.

**Approval of Minutes:**

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

**Consent Agenda:**

Estella spoke to the process of clearing outstanding/uncleared checks. The board discussed how to prevent accounting errors of this type in the future. Estella confirmed that there is now a checking process that would help catch errors moving forward. Peter moved to approve the consent agenda. Nina seconded. All in favor. Motion passes.

**Matters from Board, Staff and Liaisons:**

Deb spoke to the director's report. Summer reading is up in attendance and exam proctoring with begin again. Deb spoke to the number of open positions at the library are 8.5 FTE (full time equivalent) and that it will take longer than two months to get back to fully staffed. Graced asked about the upgrade to the wireless system at the library. Deb spoke to the upgrade of the firewall and other systems at the library to bring the services up to standard. Peter asked regarding the auditorium space. Deb confirmed that the study rooms are open, and only one half of the auditorium is currently available for reservation with 25 people being the max.

Grace spoke to the foundation report. Maggie spoke to the transitions at the foundation.

Dail spoke to the friend's report. Dail also spoke to the tri-board meetings. Grace spoke to the ending of liaisons at the end of this term. With the tri-board meetings, the liaisons will not continue.

**FY21 Budget Amendment:**

Deb spoke to amending the current year budget to fund the Capital Repairs Reserve. Peter moved to adopt the FY 21 budget amendment as presented. Dail seconded. All in favor. Motion passes

**Capital Repairs Reserve Allocation:**

Deb spoke to reallocating the cash. Peter moved to approve the allocation of \$138200.00 to the Capital Repairs Reserve for the Main Library and \$11335.00 to the Capital Repairs Reserve for the Alta Library. Dail Seconded. All in favor. Motion Passes.

**FY 22 Budget Adoption:**

Deb spoke to the FY 22 budget. Peter asked how the staffing is presented in the budget. Deb spoke to Kip continuing to monitor staffing and the budget. Peter moved to adopt the FY 22 budget. Nina seconded. All in favor. Motion passes.

**Board Governance:**

Grace spoke to the relationship with the BoCC being approved by the County Commissioners. The review meetings are scheduled for FY 22. The first meeting is August 30<sup>th</sup> with a 1-hour performance review for the library board. She also spoke to the statistics that are to be presented at that meeting. She asked that Deb prepare the July statistics without the Covid related performance.

Grace spoke to the governance relationship with Foundation and Friends. The proposal has been approved by the Foundation and the Friends. The first meeting for the tri-board meeting is September 2<sup>nd</sup>.

Grace spoke board development and that she would like the board to investigate a development process in the new FY 22. Discussion will be pushed to the next meeting. No action taken.

Grace spoke about the Governance Policies List. She suggested that conversation be pushed to a future meeting. No action taken.

**New Board Member Onboarding:**

Dail spoke to the existing Board Member Handbook, and suggested changes to the material to make sure it is current and tabbed correctly. Dail also suggested a tour be conducted with the board members in the library. Peter suggested that a tour of the foundation happen as well. Peter also suggested that the Alta location be included in the orientation. Dail suggested that the Friend's President also attend. She would like the Handbook review to be completed by July 1<sup>st</sup>. No action taken.

**Board Officer Election Process:**

Grace spoke to the Board Officer Election Process. Board members can nominate themselves, there need not be a second, and the vote is by raise of hand. If there is only one nomination for a position, there needs to be a motion for a unanimous show of hands and a second. No action taken.

**Payment of Vouchers:**

Peter spoke to the vouchers. Grace moved to approve the payment of library vouchers. Nina seconded. All in favor. Motion passes.

**Adjourn:**

Peter moved to adjourn the meeting. Grace seconded. All in favor. Motion passes. Meeting adjourned at 10:08am.