

Board Meeting Minutes

Approved 7/18/2019

TETON COUNTY LIBRARY BOARD MEETING

Thursday, June 20, 2019

Board Member Attendance

Present: Ari Goldstein, John Heberger, Jr., Mark Hendrickson, Carol Peck

Absent: Susan Scarlata

Audience: Dawn Jenkin, Library Director; Isabel Zumel, Assistant Director; Mary Flaminio, Youth Services Manager; Pauline Towers-Dykeman, Library Foundation Executive Director; Karen Terra, Library Foundation Board Chair; Julianne Fries, County Human Resources Director; Mark Newcomb, Board of County Commissioners; Grace Robertson.

Public Comment: No Public Comment.

Foundation Liaison Update: John reported that the lease with the Library Foundation, Friends and Teton County is still outstanding. Ari asked if this was impeding workflow. Pauline responded that it is not. Dawn had requested changes to the final lease and it was an oversight that it was not included in the final version of the lease.

Meet TCL Staff: Mary shared that the Library's Summer Reading Program was underway. The theme is "Read for the Stars" and that the Youth Services team has planned several space-themed activities. Summer Reading launched with a Book Fair which transformed the Youth Auditorium into a 'book store' in which kids who signed up for summer reading selected a free book. The Book Fair was courtesy of Library Foundation support. Reading programs are available for Kids (birth through 5th grade), Middle School, High School and Adults. To date, 680 youth signed up for the Kids program and 118 for the Middle School Program. This has been the largest sign up for this point in the program that the library has seen. Ari asked if it is busier when school is out. Mary said that in the summer it's steady, not a concentrated busy like during afterschool. Dawn highlighted the monumental preparation for summer reading and the Youth Services team's adept handling of the Book Fair.

Consent Agenda: Minutes from 5/16/19 Board Meeting, Correspondence Report, Director's Report, May 2019 Financials, Library Supporting Organization Reports-TCL Foundation and Friends of TCL Reports.

John requested pulling the Director's Report and the May Financials.

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

May Director's Report

John noted the ICMA (International City/County Management Association) training attended by two library staff and asked about leadership development for staff. Dawn replied that our staff's participation in the ICMA training series is a result of partnering with Teton County. The two staff members who are attending self-identified based on their interest to gain management skills and acquire skills for future opportunities to supervise.

Mark asked about LGLP (Local Government Liability Pool) and if there would be an advantage of working on bundling our renewal with the county. Isabel said that several county and town agencies utilize LGLP for liability insurance and that these entities purchase the insurance independently due to differences in agency functions. Dawn added the importance of the library maintaining a level of independence.

Mark asked about the description in the report of the parking lot painting being finished more quickly. Dawn assured that that it will get finished and that it is part of ongoing maintenance. John asked about life span numbers for items in our capital repairs reserve schedule and where the numbers came from. Dawn said that she and Kevin

Chatham, Facilities Maintenance Coordinator, reviewed each of the items on the capital repairs reserve schedule. The life span numbers were based on general accounting standards and warranties. Some of the sums and years were adjusted. Dawn added that our diligent annual maintenance is a step in trying to forgo large expenses and replacements. The purpose of the schedule and budget planning is so the library can plan and not have significant unanticipated costs.

Carol commented on the department goals presented and their support of the library's Strategic Plan. She asked which functions or former departments fall under Administration. Dawn replied that Administration includes the work of the Library Director, Assistant Director, Facilities, Accounting bookkeeping and, for now, IT. At the July 2019 library board meeting we will share an updated organization chart. Carol asked about Administration's work with the County IT department. Isabel said that we are working closely and the current primary project is the replacement of the majority of public computers in Jackson. Dawn added that this replacement will reset the clock on our technology replacement schedule.

May 2019 Financials

John requested that the May 2019 financials be approved at the July 2019 library board meeting because board members have not had adequate time to review them in advance of the meeting. He asked when the next big review of library financials occurs. Ari replied at the July 2019 board meeting with the financials that run through June 30, 2019.

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

Payment of Library Vouchers: Ari highlighted two big items - \$22,000 for youth wing laptop replacements and \$16,000 for RFID – noting that the board has discussed these items previously. There was nothing out of the ordinary.

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

Library Director's Updates & Recognition of Outgoing Library Board Member: The library and John presented gifts to outgoing library board member, Carol Peck, expressing deep appreciation for her two terms. Dawn recognized that the library board is a volunteer board and that responsive board members make the work of the library director possible. Carol shared that she has enjoyed her time serving as a library board member.

Teton County Library Salary Adjustments: Julianne reviewed the salary policy from 2015 to maintain Teton County as a competitive employer. Every two years the county conducts a maintenance review of salaries. The review includes comparisons to resort communities in the region. This year, the Board of County Commissioners considered a housing stipend for responders. Instead, they approved market plus 7.5% for salaries across the board in the county. Mark asked about the cost impact. Julianne said that the raises would increase the library's salary and wage budget by \$115,000. If the library needs assistance with covering these costs, requests can be made to the County Clerk at the end of FY 20. Carol noted that some job classifications jumped quite a bit. Julianne said that the Librarian position went up the most among positions in the library. Dawn added that designation of Librarian is based on having a Masters in Library Information Science, training and duties. She pointed out the increase in the Alta Branch Manager position, recognizing the responsibilities of running a branch. Carol thanked the county for its practice of reviewing salaries every two years. It is a great step for employees and the work is appreciated. John asked Commissioner Newcomb to relay the library's appreciation to County Commissioners.

Action Item: Mark moved to approve the Library Compensation Policy of 'Market plus 7.5%' effective 7/2/2019. John seconded. All voted in favor.

Filament Mind: Dawn thanked Pauline and the Library Foundation for guiding the review of the Filament Mind art piece, ensuring that we honor the original intent of the piece and of the original donors. Dawn summarized how the

report in the board packet provided the history of public art maintenance plans at the library and explained the original concept/intent of the piece. Based on research and respect for all involved in the process, the library's recommendation is to start the process of decommissioning the piece. For example, the cost to determine the functionality alone is estimated at \$5,000.

Mark asked about anticipated public reaction. Dawn replied that the public will probably be disappointed that it didn't work, but will likely be understanding. Mark asked what happens to the artwork. Dawn said that once a decision to decommission the piece is made, we will need to contact the artist. The County Attorney is reviewing the agreement. We will also need to get estimates for removal of the piece and restoration of the walls. The library will work with Jackson Hole Public Art to make sure the process is executed well and perhaps we may have a reception to honor it. Dawn shared that she called the Friends of Teton County Library and Jackson Hole Public Art in advance of sending her report and recommendation to the library board.

Carol asked what the sense was from the Library Foundation. Pauline said that working through the process will involve coordination with Jackson Hole Public Art and two significant donors – a private donor and the Friends. She will reach out to the donors as a courtesy to describe what happens with decommissioning. There was nothing in the gift acceptance about the life cycle of the piece. Carol asked if there are ideas for using the lobby space. Karen suggested an idea of the space recognizing the authors we have brought through Page to the Podium to create a sense of wonder.

Action Item: Ari moved to begin the process of decommissioning Filament Mind, contingent on legal review by the County Attorney's office. Mark seconded. All voted in favor.

Teton County Library Housing Assistance – Rental Unit: Dawn described that the Redmond rental unit is available because the current staff member tenant is moving out. This prompted a re-examination of staff housing needs and a recent staff survey on housing. The current housing assistance program allows only full-time staff to be eligible for the unit and the request is to extend eligibility for the unit to part-time library staff since the survey showed that there is no current need for the unit by full-time staff. Three library employees are moving into the Hidden Hollow development, which is a great opportunity for long-term housing stability. If library employees do not occupy the unit, it opens to those on the Housing Trust pool.

Carol commented that our situation can change quickly if an employee leaves and we have a vacancy, given that the original intent of the unit was to support recruitment. Karen said that the Hidden Hollow development is an unusual offering and will not likely happen again. John remarked that most of the housing assistance provided has been through the housing assistance fund dollars. Pauline noted that the unit will sit empty with one month of no rent. Dawn will request that the Library Foundation cover this. A request has been received from a staff member for a loan through the housing assistance fund instead of a gift. The Foundation board will likely reaffirm the program as a gift. John asked that part-time employees be cognizant of the Housing Trust application process. Dawn said that she prefers that employees who are interested respond to her directly so that she can orient them to the process. A discussion ensued about adding a clause that early termination from the unit is subject to negotiation between resident and library based on library need.

Action Item: John moved to approve the updated Housing Assistance Policy for the library rental unit to include eligibility for part-time library employees and to request that the Library reconvene the Housing Task Force to consider additional criteria for the rental unit. Ari seconded. All voted in favor.

Other Items: John requested that the advance planning calendar on the agenda be specifically Library Board related items. The current advance calendar content can go in the Director's report.

Carol adjourned the public meeting. Ari moved and John seconded moving into Executive Session.