



TETON COUNTY LIBRARY BOARD MEETING
Regular Meeting Agenda
Thursday, October 20, 2022 @ 9:00am

THIS MEETING IS BOTH IN-PERSON AND VIRTUAL

Zoom link: <https://us02web.zoom.us/j/85682741299?pwd=Y29TWdJkxJdGZma3hOZUpvUU1RQT09>

Meeting ID: 856 8274 1299 Passcode: 946934 Phone: 1-253-215-8782

- **Call to Order**
- **Adoption of Agenda**
Suggested Motion: I move to approve the October 2022 Regular Board Meeting Agenda.
- **Approval of Minutes**
 - [August 18, 2022 Regular Board Meeting - DRAFT](#)
 - [September 15, 2022 Voucher Meeting - DRAFT](#)**Suggested Motion:** I move to approve the minutes of the August 18, 2022 Regular Board Meeting and the September 15, 2022 Voucher Meeting
- **Public Comment on Matters not on the Agenda**
- **Correspondence**
- **Consent Agenda**
 - Financial Narrative: Staff Report
 - Financial Documents: Balance Sheet September 2022 Expanded; P&L September 2022 Expanded; P&L YTD FY22 Expanded; [County Revenue Report September 2022](#); [County Expenditure Report September 2022](#)
 - [FY24 Capital Improvement Projects: Staff Report, Informational](#)**Suggested Motion:** I move to approve the September 2022 Consent Agenda
- **Summer Reading Summary Overview** – Beth Holmes, Youth Programs Coordinator
- **Public Hearing: Proposed Meeting Spaces and Study Rooms Policies**
Suggested Motion: I move to open a Public Hearing for the purpose of hearing comment on the proposed Meeting Spaces and Study Rooms Policies
 - Public Comment
Suggested Motion: I move to close the Public Hearing to take public comment on the proposed adoption of the new Meeting Rooms Policy and Study Rooms Policy
- **Adoption of Proposed Meeting Spaces and Study Rooms Policies**
 - Final Staff Report
 - [Resolution](#) and proposed [Meeting Spaces Policy](#)
 - [Resolution](#) and proposed [Study Rooms Policy](#)

Suggested Motion: I move to approve the Resolutions to adopt the Meeting Spaces Policy and the

new Study Rooms Policy as presented in the staff report with an effective date of November 1, 2022.

- **Proposed Library Use Policy & Rules**

- [Staff Report](#)
- Current - [Library Behavior Policy](#)
- Proposed - [Library Use Policy & Rules](#)

Suggested Motion: I move to give notice and open the new proposed Library Use Policy & Rules for a 45-day public comment period.

- **Repeal Unnecessary Policies**

- [Staff Report](#)
- [Suspension of Library Privileges Policy](#)
- [Safe Workplace Policy](#)
- [Solicitation Policy](#)
- [Service Animal Behavior Policy](#)
- [Drug Free Library Policy](#)
- [Records Retention Policy](#)
- [Investment Policy](#)

Suggested Motion: I move to give notice and open the rescission and repeal of previously adopted Suspension of Library Privileges, Safety in the Workplace, Solicitation, Service Animal Behavior, Record Retention, and Investment Policies as these policies have been or will be replaced by newer policies and/or are no longer relevant to the work of the Library or the Board.

- **Christmas Eve Hours**

- [Staff Report](#)

Suggested Motion: I move to set Teton County Library hours for Christmas Eve, December 24, 2022, as 9am-1pm with full-time non-exempt employees who are scheduled to work that day receiving 4 hours of Holiday leave.

- **New Library Hours**

- [Staff Report](#)

Suggested Motion: I move to set Jackson library hours as Monday-Thursday 9am-8pm, Friday-Saturday 9am-5pm, and Sunday 1-5pm and Alta Branch hours as Sunday & Monday Closed, Tuesday & Thursday Noon-6pm, Wednesday Noon-8pm, Friday & Saturday 10am-4pm

- **Other Reports**

- Director's Report
 - Hiring Update
 - Strategic Planning Update
- [TCL Foundation Report](#)
- [TCL Friends Report](#)

- **Board Committee Reports**

- Housing Taskforce – update
- TriBoard Meeting (12/1) – agenda items request
- BCC Quarterly Update (12/5) – agenda items request
- EDI Training (12/15) - reminder

- **Matters from Board Members, Library Staff, and Supporting Organizations**

- **Payment of Library Vouchers**

- **Vouchers**

Suggested Motion: I move to approve the payment of library vouchers.

Adjourn

Library Board Planning Calendar (guidance only)

Annual Budget Process	<ul style="list-style-type: none"> • January – Board and BCC budget guidance provided • February – Budget submission to BCC • April – Budget presentation to BCC • June – Adoption of next FY budget
New Board Member(s) Orientation	<ul style="list-style-type: none"> • July
Financial	<ul style="list-style-type: none"> • Regular Meetings – summary reports • Quarterly (Oct, Jan, Apr, Jul) – Detailed reviews • July – Presentation of new FY budget to new Board • May – End of FY forecast
Strategic Plan Review	<ul style="list-style-type: none"> • September 2023 (approx. 9 months into new strat plan) • March 2024
Library Policies Review	<ul style="list-style-type: none"> • Continuous
Library Statistics	<ul style="list-style-type: none"> • Regular Meetings – Basic monthly statistics (in Director’s Report) • Annually when State Report is submitted (date varies) • Special statistics on request
Library Director Performance Review	<ul style="list-style-type: none"> • Semi-Annually from Director’s anniversary date (July 6)