

Special Board Meeting Minutes
Approved March 19, 2020
TETON COUNTY LIBRARY BOARD MEETING
February 13, 2020

Board Member Attendance:

Present: John Hebberger, Jr.; Mark Henderickson; Ari Goldstein; Grace Robertson; Susan Scarlata

Audience:

Sid Stanfill, Interim Director; Isabel Zumel, Assistant Director; Diana Eden, Communications Coordinator; Laura Petix, Administrative Assistant; Pauline Towers-Dykeman, Library Foundation Executive Director; Julianne Fries, Teton County Human Resource Director; John Graham, County Attorney's Office; Tom Hallberg, Jackson Hole News and Guide.

Public Comment:

Diana Eden expressed satisfaction in the choice of library director recruitment firm.

Teton County Library FY 2021 Budget Proposal:

Isabel explained changes that were made to the budget narrative and revenue pages. The changes were due to including the costs of the library director search, which affected the amount of cash on hand at the start of FY 2021 and therefore the property tax request. She also adjusted down the Motor Vehicle Fee projection in FY 2021 based on a pattern of receiving less than we had projected in the last two fiscal years. This also had an effect on the FY 2021 property tax request. Overall operating costs budgeted in FY 2021, outside of Personnel, are essentially the same as in FY 2020.

Mark asked for clarification on Library Materials. Isabel explained that between FY 2019 and FY 2020, the library increased the Library Materials budget 17%. In FY 2021, we propose a budget dollar amount that is the same as FY 2020 due to the size of the increase between FY 2019 and FY 2020.

Mark wanted clarification on \$80,000 budgeted for computers. Isabel explained that the \$80,000 was requested for FY 2020 and we have used this money to replace the majority of our public and staff computers and equipment. In FY 2021 we are not scheduling any major computer hardware replacement. Instead, we are proposing \$26,000 for new furniture to improve space arrangement and flexibility in the areas of the library with public computing, such as our Main Wing Computer Center and Learning Lab and at the Alta Branch.

Grace inquired what is budgeted for IT. Isabel explained that the FY 2020 budget included costs for a Library Technology Manager and an IT Technician. Hiring for both of these

positions, which we hope to bring online by April, is possible in our current fiscal year. Both positions are included in the FY 2021 budget.

Grace also asked about part-time positions and the contracting of graphic design and accounting/bookkeeping services. Isabel explained that we transitioned from a full-time Graphic Designer staff position to contract graphic design. There is a cost savings with this change. The Accounting/Bookkeeping staff position was transitioned to contract accounting/bookkeeping services. At the same time, we hired a full-time Administrative Assistant. As a result, the overall costs are about the same. Among the duties of the Administrative Assistant is data entry for nearly all of our library material purchases and reconciliation of our large library material vendor statements. This saves our bookkeeper time to focus on more complex bookkeeping and accounting needs.

Isabel answered Grace's question regarding salary increases. After the FY 2020 budget was approved, the Board of County Commissioners approved county raises across the board that went into effect July 1, 2019, which was the beginning of FY 2020. Isabel explained when she was preparing the FY 2020 budget she was not aware of the intention to increase the salary matrix, therefore could not budget for it. Our actuals for Personnel in FY 2020 are looking to end close to budget because of savings from current vacancies including Library Director, Youth Services Manager and Library Technology Manager.

Mark inquired about the health insurance decrease. Isabel explained that in the new personnel policies being approved by the Board of County Commissioners, part-time benefitted staff who work 30-39 hours per week will begin paying a portion of their health insurance premiums. Full-time staff working 40 hours per week will still have their health insurance premiums paid 100% by the county. We budgeted with this change in mind and this brought down our projected health insurance expenses for FY 2021.

Susan inquired about the decommissioning of the Filament Mind. Isabel explained that the Library and Library Foundation are looking at cost sharing the decommissioning since the public art piece was originally privately funded. We will need to not only decommission, but also develop a plan and process to determine what replaces the piece. This could involve public art again. If the Foundation can assist with the costs of taking the piece down, the library can fund the repair and repainting of the walls. We have budgeted \$10,000 to cover the repair and repainting in our FY 2021 budget.

Ari mentioned that the Library Materials budget request seems low. Isabel indicated that our Library Materials are supported by county and Library Foundation funds. Some parts of our collections are supported by endowments. The Library Materials budget we request from the county is not the totality of support for our collections.

Mark asked if there was a trend on Library Materials. Isabel explained that a trend is the growth in the use of our digital and downloadable collections and a larger percentage of our Library Materials budget supporting these collections. She added that we also look at circulation numbers and tools like the Format Survey results to help determine how to allocate our collection funds in order to respond to patron preferences. Sid said that a new initiative we'll be trialing is a Donuts and Downloads drop-by in our lobby so that we can catch patrons as they come in and assist them with learning how to download materials.

Below a correction to the minutes:

John provided the board and TCL management with an annotated 5year history of TCL budget requests of the BCC/County. He said that this provided an important perspective on the TCL's current proposed increase. Ari did a quick analysis which the very minor increase from 5 yereas ago (-1%), and generated a small graph which well displays the ups and more important the downs of TCL requests – i.e. there has NOT been a regular increase in budget requests by TCL. The suggestion was made to TCL management this would be an important perspective to show the BCC when present the proposed increase for the coming fiscal year.

Library Director Search:

John stated that the committee charged with selecting the recruitment firm for the Library Director search decided unanimously on John Keister & Associates out of Illinois. Keister & Associates will be here on February 19-20 to meet with staff, Library board members and members of the Friends and Library Foundation boards.

Action Item: Ari moved to approve the contract with John Keister & Associates for the Library Director search. Mark seconded. All voted in favor.

Meeting adjourned at 12:58 p.m.