**Board Meeting Minutes**
**Approved March 19, 2020**
**TETON COUNTY LIBRARY BOARD MEETING**
**February 20, 2020**

**Board Member Attendance:**
Present:  John Hebberger, Jr., Mark Hendrickson, Ari Goldstein, Grace Robertson, Susan Scarlata

**Audience:** Sid Stanfill, Interim Director; Laura Petix, Administrative Assistant; Karen Terra, Library Foundation Board Chair; Pauline Towers-Dykeman, Library Foundation Executive Director; Julianne Fries, Teton County Human Resource Director; John Graham, County Attorney's Office; Cody Cottier, Jackson Hole News & Guide; Kay Farmer; Kent Fiske

**Public Comment:**
No public comment.

**TLC Foundation and Friends of TCL Liaison Updates:**
Susan reported for the Library Foundation that programs such as Mountain Story did well and the Laurie Berkner family concert at the Center for the Arts program was a full house.

Grace reported for the Friends of TCL that their board is finishing up their documents electronically.  The Book Nook is doing well.  Kelly Bass' Friends report in the board packet was adequate in its information.

**Meet TCL Staff:**
Wren Kominos attended the ALA Midwinter as a joint representative of TC Library and Library Freedom Project (LFP).  He spent most of the time at the conference advocating for librarians to apply to Library Freedom Institute, which is a LFP program that trains librarians to be library advocates.  This was extremely successful, and he said they got more librarian interaction than any other exhibit booth.  In addition, he went to several discussion sessions where he utilized his training as a privacy advocate to engage other librarians and promote both TC Library and LFP.  The conference talks inspired him to perhaps be a conference presenter in the future.

**Consent Agenda:**
No items were pulled from the Consent Agenda.  The January 2020 financials will be discussed at the March 19 library board meeting.

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

**Payment of Library Vouchers:**
Ari reported that the vouchers were straight forward.  The two big bills were Kanopy (downloadable films) and snow plowing.

**Action Item:** Ari moved to approve the February 2020 monthly vouchers. Grace seconded. All voted in favor.

**Library Technology Update**: Grace updated the board on the progress. She stated that there were three deliverables.

1. The final continuum: Who does what over the entire spectrum of technology; how it relates to county versus library responsibilities. The continuum is consistent with what Carson Block had recommended in his report and updated with more detail and consistent language.
2. Detailed support agreement with County IT: Working to have the language in the support agreement be consistent with the language in the continuum and clear and user friendly so that roles and expectations are clear. It has been determined that the County Administrator and the Library Director will sign the agreement. It will be a living document.
3. Library IT leader position: Because this is a new position, board approval is requested on two aspects of the position – that the position title will be Information Technology Administrator and the position is in Salary Range 29 and hired within the first 5 steps, depending on education and experience. There are some details of the job description that still need to be worked out. John asked about the timing of finalizing the job description. Grace replied within two weeks.

Susan asked who the IT Administrator would report to. Grace replied that initially, the IT Administrator will report to the Assistant Director for continuity purposes because Isabel has been doing majority of the IT work and Carson Block recommended this. We will leave it up to the new Library Director, but for now we leave it with Isabel. In the long run, it should go to the Library Director because it focuses on patronage, but we will leave that decision to the new director.

An IT Technician and the Database Programmer/Analyst will report to the IT Administrator. The initial pool of candidates for the library's IT Technician will be from among the County IT Technicians. We are anticipating that one of the IT Technicians will join the library staff. This team of staffing will ensure coverage for the library seven days a week, during all open hours.

**Action Item:** Grace moved to approve the position title Information Technology Administrator and placing this position in Salary Range 29. Susan seconded the motion. All voted in favor.

Grace reminded the board that there should be a regular six-month review of this arrangement. The review should be placed on the library board's advance planning calendar which is included on library board meeting agendas.

## FY 2021 Teton County Library Budget:

John asked if there were any questions. John asked what we would do if the Board of County Commissioners asked the library for a flat budget. Sid responded that we always look harder at personnel and there are reserve accounts to which we could also look. **Correction to the minutes.** *John asked that the TCL have prepared a position should the BCC request a flat budget.*

**Action Item**:  Mark moved to approve the TCL FY2021 budget for submission to the Teton County Clerk.  Ari seconded.  All voted in favor.

## Teton County Human Resource Policies:

Julianne Fries, Director of Teton County Human Resource gave a Power Point presentation on the 2020 Teton County Human Resources Manual.

**Action Item**:  Ari moved to adopt the Teton County Human Resource Policies, as written by the county, effective March 1, 2020, and to implement health insurance premium contributions by part-time benefitted library staff working between 30-39 hours per week, effective July 1, 2020.  Grace seconded.  All voted in favor.

## Other Business:

John reminded the board that the March 19 library board meeting will include a discussion about the Strategic Plan.  There will be an update on the Library Director hiring, as well as an Executive Session.

Meeting adjourned at 1:19 p.m.