

**Special Board Meeting Minutes**  
**Approved April 16, 2020**  
**TETON COUNTY LIBRARY BOARD MEETING**  
**March 16, 2020, 4:00 pm**

**Board Members Attendance:** John Hebberger, Jr., Mark Hendrickson, Grace Robertson, Ari Goldstein (via conference phone).

**Absent:** Susan Scarlata

**Audience:** Sid Stanfill, Interim Director; Isabel Zumel, Assistant Director; Diana Eden, Communications, Coordinator; Kevin Chatham, Facilities Coordinator; Laura Petix, Administrative Assistant; Pauline Towers-Dykeman, Library Foundation Executive Director; John Graham, County Attorney's Office. Via conference phone: Susan Centrella.

**Public Comment:**

No public comment.

**Teton County Library COVID-19 Plan:**

John Hebberger, Jr. asked for a summary proposal from Isabel. Isabel stated that the library is closing to the public until further notice. She said the library will be pushing digital materials for patrons. Starting Wednesday, March 18, staff will cover phones and emails with patrons so that they can answer any questions that the patrons may have. Wifi is available 24/7 outside the building. The library will concentrate on ordering materials and sanitizing the building while closed.

John Graham mentioned the BCC is still developing plans. There are policies that are still being developed. For example, prohibiting public gathering of more than 100 people. He stated that the library should monitor the traffic in and out of the building. The Teton County and State Health Officers are developing emergency orders. He stated that the County and State prohibit more than 50 people in a public gathering. Telecommuting is being discussed.

Mark asked John Graham if the state has to approve the county's policy. John confirmed they do need the State Health Officer's approval of orders submitted by the County Health Office. Right now, the governing statute is the Town of Jackson ordinance.

Grace voiced her concern regarding VITA. Sid stated that there are plans in place to allow 1-2 people in the building at a time. People can make appointments to come in and finish.

Mark indicated that he is overall supportive of the recommendation to close the library. John also expressed support of closing the library to the public until further notice.

**Action Item:** Mark moved to close Teton County Library until further notice. Grace seconded. All voted in favor.

John Heberger, Jr. asked Isabel for staffing details. Isabel explained that during open hours (not for the public) staff will have to be able to handle phone calls in Jackson and Alta. This said, there will be a limited number of people in the building. She also explained that there are enough laptops to send all full-time staff members home so that they may work remotely. They are still working out the details of how much work needs to be done onsite and work that can be done remotely.

Isabel mentioned that the decision was made to keep the Book Drop open. This would give part-time staff who do not have time off accruals a way to continue working. The library will continue to order physical and digital materials. Parts of this can be done offsite once we figure out VPNs on laptops. Some parts of ordering and processing need to be done onsite. Isabel is also looking at staggering schedules.

There will be a suspension on all interlibrary loan and holds requests in the catalog.

Mark asked if the staff was still coming in. Isabel replied yes, but with truncated hours. Sid said the goal is to keep staff working safely so that they do not need to use accruals unless there is a reason.

John Graham shared that county policies are not yet set. Upcoming meetings during the week will develop county policies that should guide staff. He also indicated that there is no need for a motion on the county policies. The Board of County Commissioners does ask that the library look at the direction the county provides.

Isabel asked about the regular library board meeting on March 19. John Heberger, Jr. said he is inclined to have it; that there is enough room to separate. Mark said he would not be able to make this meeting. Sid said that the staff is swamped making library service changes. He suggested having a truncated agenda, perhaps just to approve the financials. Grace and Ari agreed. Ari said he would review and sign vouchers prior to the board meeting.

Diana Eden asked what the responsibility is to the public since the board meetings are open to the public. Sid replied that the public can call in. If someone comes in person, the Ordway Auditorium is large enough to allow adequate spacing and separation. Isabel will set up a call-in number that will be posted on the agenda. John Graham confirmed that the public only needs access to the meeting; they do not have to attend physically.

Isabel announced that the library is lifting the checkout limits on items in Hoopla and Kanopy and that the library will be making additional purchases from Overdrive. She stated that there is room in the budget as well as in the Foundation budget for these purchases.

John Heberger, Jr. asked about advertising and Isabel indicated service and collection changes would be promoted on social media, our website, our promotions lists and the non profit listserv. Sid said that the library slogan will be “The library is closed...but tclib.org is open.” Also, considering putting a banner out front. Isabel mentioned that there is a COVID-19 alert page on our website with the most recent updates at the top of the page. Sid said that they are doing everything to facilitate people’s on-line access for collections and answering phones to answer any questions.

Grace asked about when the library would open again. Isabel said that the library will follow the guidance and orders of the county, health department and town ordinances. As of right now, the Town of Jackson ordinance currently ends April 21.

Grace asked about keeping the staff employed. Isabel said that there is enough work and back-burner projects to keep busy. Also, this is a good time to look into do programming remotely.

Grace had a question regarding the IT Administrator position. Isabel needs to talk to Julianne Fries about the final edit of job description. As of right now the recruitment for IT Administrator and Youth Services Manager is on hold.

Meeting adjourned at 4:35 p.m.