

Board Meeting Minutes
Approved April 16, 2020
TETON COUNTY LIBRARY BOARD MEETING
March 19, 2020

Board Member Attendance:

Present: John Heberger, Jr., Grace Robertson, Ari Goldstein (via conference phone)

Absent: Mark Hendrickson, Susan Scarlata

Audience: Sid Stanfill, Interim Director; Isabel Zumel, Assistant Director; Laura Petix, Administrative Assistant; Pauline Towers-Dykeman, Library Foundation Executive Director; Diana Eden, Communications Coordinator; Cindy Satagaj-Radda, Collections Services; Tiffany Russell, Collections Services; Cayla Broseus, Collection Services; Anna Barker, Collection Services.

Public Comment:

Cindy Satagaj-Radda shared that she is uncomfortable being in the building. The building has been closed to the public. However, each staff member leaves, comes in contact with multiple community members, then returns the next day bringing all of these contacts with them. She also mentioned that they are still accepting materials from patrons. She feels it is irresponsible to put workers at risk in this current pandemic climate.

John acknowledged the concern. He shared that he feels we do not have a lot of information regarding the pandemic. He heard earlier in the morning of the first documented case of COVID-19 in the county and he is sure there are more.

Grace asked Cindy why she couldn't work from home. Cindy said that she was aware of a few counties in Wyoming that have closed their libraries both to patrons and to staff, paying their employees for two weeks of work. John replied that he has not seen any more than she has regarding county decisions, then explained that those decisions have been coming and going almost daily.

John looked to Isabel. Isabel explained she understood from the March 16 special library board meeting that the library is to follow the decisions of the county. Library boards do have their own authority by state statute, which is why we are seeing some public libraries in Wyoming choosing to continue to pay staff if they do not have the ability to work. She raised that the library board does have the authority to make a similar decision or a decision on its own. She shared that she feels confident with the direction the library administration and management is taking to manage the closure and to set up remote work for nearly all staff. There are some staff who have to be in this building for certain periods of time. She is trying to minimize the number of staff in the building at once. If we can quickly get a vast

majority of the staff working from home we will likely have at most 6 staff in the building at once. This enables the opportunity to bring in contractors to do things such as deep cleaning while maintaining a good amount of social distancing.

Sid added that most departments can work out of the building. Isabel has been working hard to get this set up. We will be able to convert the library's public laptops to staff laptops so that staff can get to their desktops. Once staff are on their mirrored desktop they will have access to all their needed files. Two departments that have to be onsite. Collection Services cannot do all of their work offsite because they need to be onsite to process new physical materials. That is part of the discomfort because they do not have an option to complete all of their work from home. Circulation is also required to be onsite. Circulation is made up of part-time staff who handle returned materials. Currently, there are part-time staff who continue to want to maintain their hours. They are taking precautions like using gloves and wiping down materials.

Sid also mentioned that personal paid leave from the county was extensive. The one thing that was not in the policy that he thought was going to be, is the option to take unpaid time off if a staff member chooses. Staff members suggested various scenarios about unpaid time, such as working 20 hours a week and taking 20 hours of unpaid time off.

John stated that notes are being taken and asked that this feedback be shared with the library board and county commissioners. He added that he felt that the library has some obligation to heed the direction of the Board of County Commissioners.

Diana Eden added that there was a range of feelings and discomfort among staff about being in the building because of not wanting to inadvertently expose themselves and members of their household. This includes living arrangements with multiple roommates and having household members who fall into the high-risk category. Tiffany Russell raised a concern about not having the option to fully work from home due to responsibilities in Collection Services and the close proximity of her work space to other team members, which is less than 6 feet. She asked with a confirmed case in the county if we should all be staying home. Anna Barker commented to the library board that it was her understanding that Teton County Library was ordered closed by a public official. As such, staff should not be continuing to work in the library at this time and should be receiving emergency paid leave instead of having to use accruals. Sid commented that while we are closed in terms access to the public, we are not closed in terms of employment so his understanding is that it does not apply.

Isabel said that what many of the library staff are trying to express is that library boards have the ability to make a different decision from the county. We are in a situation where the library has closed to the public, which currently is different from what other county

agencies have done. She understands not wanting to deviate from the county, particularly if that puts us in a difficult position. However, library boards have the ability to make their own decisions. We have the ability for staff to work as much as possible off site. We also have ability to minimize the number of people in the building at once. We are continuing the cleaning schedule twice a day even though we don't have many people in the library. We are looking at deep cleaning. However, based on our budget, we have the resources to continue to pay staff if there's a decision to send staff home and not work.

John asked Laura Petix to send minutes from the discussion to him and Sid at her earliest convenience so that the county can be contacted. Grace said that the information from everyone has been invaluable. She also mentioned that they need time to work through all of it. Sid stated that he was glad that everyone shared because he would not have been able to give this level of specifics. He commented that he doesn't know what changes or adjustments can be made to the policies coming from the county.

Consent Agenda:

John pulled the February 13 and February 20 minutes and asked for a motion to approve the rest of the agenda.

Action Item:

Grace made a motion to approve the consent agenda minus the minutes from the February 13th and the February 20th minutes. Ari seconded. All in favor. Approved

John would like inserted into the final paragraph of the February 13, 2020 minutes: *John provided the board and TCL management with an annotated 5 year 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 shows the very minor increase from 5 years 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 that this would be an important perspective to show the BCC when presenting the proposed increase for the coming fiscal year.*

For the February 20, 2020 minutes John requested the following inserted in the appropriate place in the minutes: *John asked that the TCL have prepared a revision should the BCC request a flat budget.*

Sid stated that they have been asked for a completely flat budget except for salaries and a completely flat budget that includes salaries.

Action Item:

Grace made a motion to approve the February 13 and February 20, 2020 library board meeting minutes with revisions. Ari seconded. All voted in favor.

Payment of Library Vouchers:

Ari indicated that the vouchers were pretty straightforward. John mentioned that he and Grace signed some vouchers and checks before the meeting began.

Action Item:

Ari made a motion to approve the March 2020 vouchers. Grace seconded. All voted in favor.

Library Technology Update:

John mentioned that documentation has been sent to the library board regarding an IT support agreement.

Grace described that the process started last fall to develop the IT support agreement and continuum of technology activities by County IT and the library. These documents are the two deliverables out of three of that process. The continuum is a less formal document describing in more general terms who does what. This is 90% consistent with Carson Block's recommendation. John indicated he read the documents. Ari and Isabel were on the committee. Grace explained that Teton County General Services Director Sarah Mann and County Administrator Alyssa Watkins provided good input. County IT Manager Justin Miller, as well as Isabel and Sid were actively engaged in developing the documents.

Ari commented that everything is in a good place and John commented that he is confident that the BCC will approve.

Grace mentioned getting the library's IT Administrator job advertised. Isabel commented that she does not have an approved job description. County HR is aware of the edits the library is requesting, but we need approval by HR before starting recruitment.

Sid said recruitment is on hold for the IT Administrator and the Youth Services Manager.

Action Item:

Grace made a motion to approved the IT Support Agreement for Teton County Library, contingent upon review and approval by Teton County Board of Commissioners. Ari seconded. All voted in favor.

Meeting adjourned at 12:41 p.m.