

Special Board Meeting Minutes
Approved April 16, 2020
TETON COUNTY LIBRARY BOARD MEETING
April 7, 2020

Board Member Attendance Via Zoom Video Platform:

John Hebbberger, Jr., Mark Hendrickson, Ari Goldstein, Grace Robertson, Susan Scarlata

Audience Via Zoom Teleconferencing:

Sid Stanfil, Interim Director; Isabel Zumel, Assistant Director; Laura Petix, Administrative Assistant; Susan Centrella, Collection Services Manager; Pauline Tower-Dykeman, Library Foundation Executive Director; Maggie Schilling, Library Foundation, Outreach & Program Manager; John Graham, County Attorney's Office. Several individuals who were not identified called in.

Public Comment:

No public comment.

Library FY 2021 Revised Budget:

John Hebbberger, Jr. stated that the purpose of the meeting is to review and approve the changes to the library's 2020/2021 budget per the request of Teton County. He asked for a summary.

Sid explained that cuts were made and projections on open positions were revised. He announced that the library is budgeting for a Library Director starting July 1, 2020. The IT Administrator and Youth Services Manager positions are budgeted to start April 1, 2021. These delays were done to save on expenses.

Isabel explained that she approached the revised budget request by responding to the directions provided by the county. One of the requests was to reduce operating budgets by 20%. Operating expenses are everything except personnel and include library materials, facilities, office supplies, books and digital. The revised budget exceeds a 20% cut and approaches 25%. The county also requested that the library's property tax request not exceed the approved request in FY 20. Essentially, a zero percent increase in property tax requested and this was achieved. We propose not funding the capital repairs reserve fund in FY 20 and FY 21. This will put the library two years behind in capital reserves, but looking at the library's replacement schedule there were very few things that are scheduled for replacement in the next two years. Some replacements have been handled through ongoing maintenance so will not require the full replacement amounts. Finally, we budgeted for delayed start dates of current vacancies. There is still discussion at the county about how to approach vacancies.

Grace asked about vacancies. Isabel explained that vacancies are positions already in the current budget, but not yet filled such as the Library Director, IT Administrator and Youth Services Manager. Isabel asked John Graham if she characterized the budget direction correctly. He confirmed it was accurate.

John Hebbberger, Jr. said that the bottom line is the requested revisions have been addressed and this proposed budget will fulfill the request from the BCC.

Isabel added that some of the reduced operating expenses in the revised budget included library materials. We are in touch with the Library Foundation and if we're asked to make deeper cuts, we've already discussed moving more of these items to our foundation request.

John asked the board for questions. Susan asked about the hiring of the Youth Services Manager for a whole year and how the department is functioning. Isabel stated that she is currently supervising the department. The team has been together for a few years and staff are familiar with the cycles of library programming and services. They are on schedule with their workload. Currently, they are concentrating on the summer reading program. One thing that is included in the revised budget starting July 1, 2020 is an Interim YS Manager role. This budgets for one of the team members to potentially move into this role. John asked if this move had already occurred. Sid said it will after the meeting.

Grace asked what the public might feel the most with these cuts and what could happen with the public's perception of the library. Sid said that these changes are transparent for the library. With the help from the foundation with digital collections, he feels the public will not notice any difference.

Grace asked what the staff is most concerned about. Sid said the biggest concern is the IT Administrator position. He has been in touch with Justin Miller, County IT Manager, and he assured us that the library can continue with the current arrangement with County IT. Sid mentioned that holding on hiring the IT Administrator position is a little disappointing considering all the work that has been done. He also mentioned that Youth Services will be working a little short-handed. They will have to step up and if needed a capacity will be pulled from another position.

John had a question regarding the capital repairs budget. Since no big replacement is required in the near term, at what point in the future did we think that not funding it could be an issue. Sid explained about 3 years. Isabel agreed not to go past three years. Many of the large repairs are much farther in the future. The only thing in FY 21/22 coming up is the parking lot in Jackson. We can look at using some of the capital repairs reserve for the recommended maintenance and the total would be far less than the full replacement cost of the parking lot.

Action Item:

Grace made a motion to approve the Teton County Library FY 2021 revised budget for submission to Teton County. Ari seconded. All voted in favor.

Meeting adjourned at 12:26 p.m.