

Board Meeting Minutes
Approved May 21, 2020
TETON COUNTY LIBRARY BOARD MEETING
April 16, 2020

Board Member Attendance: via teleconference

Present: John Hebberger, Jr., Mark Hendrickson, Ari Goldstein, Grace Robertson, 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; Susan Centrella, Collections Manager; Eva Dahlgren, Alta Branch Manager; Angela Jordan, Adult Services Manager; Stephanie Franco, Circulation Manager; John Graham, County Attorney's Office.

Public Comment:

None.

Consent Agenda:

Grace asked that the Minutes from March 19, 2020 be pulled.

Action Item:

Mark made a motion to approve the consent agenda minus the minutes from March 19, 2020. Ari seconded motion. All voted in favor.

Grace indicated on page 4 of the March 19, 2020 minutes, under Library Technology Update, the sentence, *“These documents are the two deliverable of the that process”* be changed to, *“These documents are 2 deliverables out of the 3 of that process, the third being the IT description.”*

Action Item:

Mark made a motion to approve the March 19, 2020 minutes. Susan seconded. All voted in favor.

Payment of Library Vouchers:

Ari indicated that the vouchers were straight forward.

Action Item:

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

Update on Library Action and Plans during COVID-19 Public Closure:

Sid mentioned that everyone was doing an extraordinary job. He also mentioned that while there has been discussion of people getting materials from the library with minimal interaction, this is not under consideration for our library at this time.

John asked if there had been any guidance from the county. Sid indicated that none has been sought.

Stephanie Franco, Circulation Manager, was asked for an update from her department. She said since the book drop is closed, part-time staff have not been coming in. During this closure she has started a couple of projects. One project is shifting materials in the Adult Section with increased faceouts to create more of a bookstore browsing atmosphere in the stacks. She and Cayla Broseus from the Collection Services team have been working together on testing the RFID wand reader for how it will be used to do inventory. The second project is customizing library images on the self check machines. She is looking at other libraries regarding curbside service. She sent out a survey to U.S. and Canadian libraries and is sifting through that information now.

John asked if the book drop closing caused any issues and Stephanie replied all things were quiet. Circulation has updated the patrons of the closure and extended all due dates. Also, all over-due fines are forgiven during this period.

John asked about any info from the county. Stephanie said she is reaching out to other public libraries through Sirsi Dynix's email list to see what they are doing.

Eva Dahlgren, Alta Branch Manager, indicated that since there is no lock on their book drop they occasionally receive returns. The materials are brought to the Community Room where they are set for 3-5 days. She is undertaking weeding. She and her staff have started deep cleaning. She is working on the Summer Reading program and possibly having it online. She mentioned that they are still fielding phone calls from the public.

Grace asked about online Summer Reading. Eva indicated that through a Demco platform our library has been doing an online reading program for more than 4 years. Alta Branch is looking at having craft projects online. Grace asked how they will get books out for Summer Reading and Eva indicated that they could be mailed.

Angela Jordan, Adult Services Manager, shared that her team has been answering questions from public via email and phone. On average this month they are answering 5 questions a day with the vast majority being time intensive electronic resources questions. The team is also doing collection development, including ordering materials and weeding. Our library is reinstating LinkedIn Learning (Lynda). LinkedIn Learning responded to pressure from the American Library Association and rescinded the name/email requirement for using the database. The Adult Services team is creating digital content for the website, including how-to- e-resources video and booklists. The Adult Services team is also working on transitioning library programs to online platforms, including Story Slam, Mysteries of the Solar System, and the final two Foreign Policy discussions. Adult Services developed a survey to discover how the public is using library services and what they want in the future while our building is closed to the public. The team is developing a Phone Pal service to connect people who want a conversation buddy in the community with someone that shares similar interests

while many are in isolation. This service will work much like the Language Exchange. Adult Services also cleaned up their portion of Wiki.

Susan Scarlata asked if LinkedIn Learning replaced Lynda.com. Angela confirmed it did. Lynda.com was bought by LinkedIn, and they are calling it LinkedIn Learning.

Susan Centrella, Collections Manager, informed the board that the Collections Department is doing the work they normally do - placing orders, receiving items, processing and linking items to our catalog. All incoming boxes are kept in quarantine for three days and then wiped down with specialize solution. Much of the team's work needs to be onsite. Staff is staggering their schedules when in the building for social distancing. The team is also completing a lot of collection backburner projects, such as linking the staff Spanish Storytime collection, enhancing bib records for local author materials for more reliable discoverability and correcting bib records. Digital ordering frequency and amount purchased have increased dramatically. Susan is producing weeding reports and selectors are getting physical weeding of collections done.

Diana Eden, Communications Coordinator, shared promotional efforts since the closure. These include a Quarantine Access area of the website, newspaper ads, window signage and banner and radio podcasts. Communication has centered on two main messages. The first is "the library is closed, but tclib.org is open," which is promoting all of our [digital content](#) (everything). The second is "library staff are here to help," letting the public know that they can get help from us via phone and email, if they need a card or have a question, so there are no barriers to access to all of our digital collections. Other targeted promotions have included: #JHBearHunt (which has brought great engagement with the community and to our [online storytime](#) page); our "tell us what you need" survey to see how folks are using/would like to use the digital content; and the release this week of our annual spring Report to Our Community, which was inserted in the Jackson Hole News & Guide, and also lives on our website at tclib.org/report.

Isabel, who is currently supervising the Youth Services team, shared that the team has been creating Online Story Times and crafts, booklists and reader's advisory postings for our website and social media that focus on our digital content. They have also been doing backend file cleanup. Youth Services staff have staggered schedules to be onsite in the building. Team members are weeding collections and are about 95% finished with weeding and selecting new materials for the fiscal year. The team is working to put the entire Summer Reading program online. They are not planning live programs until August. Rather, they will be preparing weekly take home craft kits for patrons to pick up outside of the library, coupled with craft videos for the materials, in the event we are not open. They are planning a virtual summer reading kick-off event with a bilingual musical group. Isabel described the importance of broadband/wifi infrastructure for the community with Summer Reading. On average, between 100-200 families participate in summer reading using paper reading records and not through the online platform. The team is researching a texting platform so that families which do not have a computer can text us photos of their child's reading record, we can record the child's progress

and enter the child in raffle prize drawings. Approximately 100 students are using wifi hotspots from Teton County School District for their school work. Isabel has opened a conversation with TCSD about what it might take for the students to keep the hotspots and iPads during the summer to participate in Summer Reading. She has mentioned this to the TCL Foundation to explore if we may be able to cost share the hotspot data expenses. Youth Services team members are also taking on translation and radio outreach. Pati Rocha translated the Jackson Hole COVID *español* website. She is producing a five day a week radio show in Spanish featuring stories and poems. Jerry Bilek continues to produce a weekly radio program in English, this month highlighting poetry.

Isabel reported on Administration. The Jackson and Alta libraries will be deep cleaned while we are closed. We are completing annual building inspections. We are working on renewing FileMaker Pro and transferring this to our new server; renewing and upgrading our Quickbooks subscription and looking at an option to move our subscription to the cloud for off-site access for accounting and administration in case of an emergency. She is working through a RFP process for a new AV system for the Youth Auditorium and expects to have a recommendation for this contract at the May board meeting.

Sid mentioned there are two staff members that are on emergency paid leave. Susan Scarlata asked how long the emergency paid leave was for. Sid said for up to 12 weeks and it was for child care.

John asked about staff status. Isabel confirmed that all full-time staff are currently working. She also mentioned that all part-time staff will be brought back when the library opens.

Interim Director Status:

John announced that the last day for Interim Director Sid Stanfill will be April 30th. John thanked Sid for his four months of work and bringing stability to the library.

John added that the Library Director search is still under way. The pace of the search has not been delayed. It is similar to what it would have been without the COVID-19 situation. The Search Committee will have a virtual meeting Wednesday, April 29. The committee will have more information by the May library board meeting.

At this time, Ari Goldstein, recused himself from the rest of the meeting.

Mark and John had the lead on possible candidates for the Interim Director role and felt that Ari Goldstein is the best candidate. Ari brings a deep knowledge of many aspects of the library. Ari will have the chance to overlap with Sid. An Interim Director contract is being drafted with a start date of May 1. In order for Ari to take the Interim Director role, he needs to resign from the library board. John said that Ari's departure from the board is a loss for the board, but his taking the Interim Director role is doing a greater good for the library. Susan asked about the length of the Interim Director contractor. John responded it would be for three months with the option for extension in 30-day increments.

Action Item:

Mark moved to appoint Ari Goldstein as Interim Director and approve the Interim Director contract with the condition that Ari resigns from the library board prior to signing the contract. Grace seconded. All voted in favor.

The public library board meeting adjourned at 1:02 p.m. The board subsequently went into executive session.