

## **Board Meeting Minutes**

**Approved with correction June 18, 2020**

### **TETON COUNTY LIBRARY BOARD MEETING**

**May 21, 2020**

#### **Board Member Attendance: via Zoom**

Present: John Hebbberger, Jr., Mark Hendrickson, Grace Robertson, Susan Scarlata

**Zoom Meeting Speakers:** Ari Goldstein, Interim Director; Isabel Zumel, Assistant Director; Kevin Chatham, Facilities Maintenance Coordinator; John Graham, Teton County Attorney's Office; Shane Yu, Teton County Health Department. Approximately 20 individuals called in as audience members.

#### **Public Comment:**

None.

#### **Consent Agenda:**

Mark pulled the March and April 2020 financials. John Hebbberger, Jr. pulled the Director's Report.

**Action Item:** Susan made a motion to approve the Consent Agenda minus the March and April 2020 financials and Director's Report. Mark seconded. All voted in favor.

Regarding the April financials, Mark asked if the decrease in cash was because expenses exceeded income. Isabel explained that the normal flow of Teton County revenue is that March and April are months in which our income receipts are less than our expenses. We use more of our cash to cover expenses. In May and June the Teton County revenue receipts increase substantially and during this timeframe income exceeds expenses and cash is restored. Mark noticed that the full amount of current assets was listed incorrectly on the balance sheet because it did not include the checking and savings accounts. He asked if the dollar amounts and equity were correct. Isabel said she would look at it. Towards the end of the meeting, Ari confirmed that the equity amount was correct. The checking and savings line items were missing, but it all balanced. Isabel added that when she was collapsing line items to simplify the balance sheet, she probably inadvertently collapsed the checking and savings lines.

John requested that the first and last names of staff be included when referring to staff in the Director's Report. This will be important when a new board is seated so that they are aware of the staff referred to. John asked a question about increased in the use of digital content. Isabel explained that a prior calculation showed a 65% increase in digital use when the library first closed. It was likely higher than 65% given the digital cost changes between March and April. Grace asked that a chart of digital usage be provided to see trends and comparisons. Isabel said that this could be provided and clarified that we can begin providing a trend line chart for digital use from July 2019 to present. The chart will be included in the June 2020 library board reports.

**Action Item:** Mark made a motion to approve the March and April 2020 financials, subject to correcting the April 30 balance sheet, and the Director's Report. Susan seconded. All voted in favor.

**Payment of Library Vouchers:**

John said he reviewed the library vouchers and checks. He indicated that there was nothing unusual or unexpected. Major expenditures were staff benefits, collections and the cleaning contract.

**Action Item:** Mark made a motion to approve the May 2020 vouchers. Grace second. All in favor.

**Reintroduction of Library Services and COVID-19:**

A spread sheet of the Reintroduction of Library Services (part of the board package) was presented. John complimented TCL staff and the work that was put into phasing library services. Ari said that although this agenda item did not indicate an action, we should approve the moderate risk phase (phase orange). A lot of work went into having our plan align with the county risk levels. John asked how firm the phase in dates were for reintroducing moderate risk services. Ari responded that they are pretty firm and that we are ready to announce phase in dates in a press release after board approval.

Grace indicated that she was comfortable with the moderate risk column and asked if it was a good time to talk about the low risk phase (yellow phase). She asked what was taken into consideration to determine the public hours in the low risk phase. Isabel explained that the hours for Jackson library build in time to do cleaning and sanitizing in the middle of the day. This way the facility is thoroughly cleaned twice - prior to opening and halfway through the day. We also considered shifts in four hour blocks to minimize the number of staff members scheduled at public desks throughout the day. The proposed hours also block off specific times during the week for community members who are higher risk, such as seniors. Grace asked about costs for the two times per day cleanings. Isabel responded that our current cleaning contract includes up to two cleanings per day cleaning on our longer days; this would not incur additional costs. Kevin said he will inquire if our janitorial service is available during the desired mid-day time. Isabel explained that the low risk phase was tentative; that when we move into this phase, details of the low risk phase are subject to change based on health orders and library resources to provide a safe reopening of our facilities. Grace asked about sanitizing procedures. Isabel described that we are envisioning 30 minute appointments at the top of the hour and at the half hour, with a five minute announcement prior to the end of appointments so that staff have time to wipe all surfaces down before the next set of appointments. Grace asked about the Book Nook. Isabel said we would consider reopening the Book Nook during the low risk stage and would need to look at space use and occupancy numbers since at this stage, we envision self pick up of holds located in the lobby, near the Nook. Isabel indicated the need to talk with John Graham from the County Attorney's office regarding additional COVID-oriented waivers for volunteers who assist with library outreach or work in the Book Nook.

John Heberger, Jr. asked who the library will look to for guidance to implement the low risk phase opening. Isabel responded that the full reintroduction of library services plan was reviewed by the Teton County Health Department and asked Shane Yu from the Health Department to speak to John's question. Shane responded that they are working with the state and county regarding the risks factors of each phase and they will then be providing guidance.

Mark asked John Graham about library liability if a patron or staff member contracts COVID from the library. John Graham said that this was not a major concern. If the library has a document that shows it is being safe, that should protect the library under the government claims act. There are numerous ways of

insulating the library from liability. Mark asked that John Graham provide background information about liability before May 30, when we begin to reintroduce services with the opening of bookdrops.

**Correction to the minutes.**

*Mark asked John Graham, do we need to have a waiver for patrons, etc. to sign so that we don't get sued if someone comes to the library and gets sick with COVID. John Graham said essentially no and explained the Wyoming supreme court ruling that said the only way a government can be sued for negligence regarding the government facility is if there is a defect in the facility itself.*

**Action Item:**

Grace made a motion to approve the moderate risk phase of the Library's Reintroduction of Library Services, subject to the county attorney's input regarding liability. Susan second. All voted in favor.

**Youth Auditorium AV Contract:**

Isabel said that there were a few additional components that need to be purchased on top of the original proposal. She indicated that the budget has increased by \$2,000-\$3,000 and the funding for the full project will come from the Foundation. Video Visions is recommended for the Youth Auditorium AV contract. John Heberger, Jr. asked for confirmation that the original total was \$28,914.54. Isabel said that it was, and with the additional components the total cost will be closer to \$31,000. Mark asked who would sign the contract – the library or the library foundation. Isabel confirmed that it would be the library. Grace asked about a maintenance contract. Isabel said that there is a proposed \$3,000 annual maintenance contract, which would provide service a couple of times a year. Isabel added that she will ask County IT look to help review the maintenance plan. Grace asked about a user manual and if County IT can look at it. Isabel said there will be a user manual and intends to include County IT in basic training on the system and review of the user manual.

**Action Item:**

Mark made a motion to approve award of the Youth Auditorium AV contract to Video Visions, pending County Attorney review of contract. Susan seconded. All voted in favor.

**Jackson Library Parking Lot Reseal Contract:**

Kevin Chatham presented information on the bidding of the contract for the Jackson parking lot resealing. Two contractors submitted bids, Hunt Construction and Teton Tar. Hunt Construction proposed completing the work at the same price as they did five years ago, \$9,745. Teton Tar submitted a bid of \$11,730. Kevin recommended awarding the contract to Hunt Construction. He said that he needs two board signatures on the contract. John and Susan will sign the contract electronically.

**Action Item:**

Susan motioned to approve award of the Jackson Library Parking Lot Resealing contract to Hunt Construction. Mark seconded. All voted in favor.

**Library Director Search Update:**

John stated that the search committee narrowed candidates down to three finalists. The candidates will travel to Jackson the weekend of June 6. The full library board will interview the candidates on June 8. The candidates are: Jessica Jones from Bryan, Texas; Tim Miller from Elbert County, Colorado; and Oscar

Gittemeier from Fulton County, Georgia. Library staff will have the opportunity to meet all three candidates virtually the first week of June and there will be an opportunity for staff to offer input to the library board. John Keister & Associates will work with Ari to coordinate.

The meeting adjourned at 12:53 p.m.