

## **Teton County Library Board Special Meeting Approved Minutes**

**The Teton County Library Board held a special meeting on July 22, 2020 via ZOOM. The meeting was called to order at 8:30 AM.**

### **Board members present:**

Nina Lenz, At-Large Board Member, Dail Barbour, Secretary, and Grace Robertson, Vice-President.

### **Also attending were**

Oscar Gittemeier, Library Director and Isabel Zumel, Assistant Library Director. Board members Peter Stalker and Mark Hendrickson were unable to attend.

**Public Comment:** There was no public comment.

### **Matters for Discussion**

#### **Library Financials Overview**

Isabel Zumel provided an overview on the TCL budget and financial information and process. She used materials from a review in 2019 which were still current with just a few changes. The intent of the meeting was to acquaint new board members and the new Director with details of library financials and give them an opportunity to ask questions.

The following suggestions were made at the meeting:

Isabel Zumel recommended Peter Stalker or Mark Hendrickson review TCL's bank interest rates and determine if the library could get a better rate.

There was a discussion of the current practice of board members taking turns at reviewing and signing the vouchers. It was agreed that it would be beneficial to have a report which shows the monthly payment recipients and amounts as a method of getting a better feel for this aspect of the financial process. The Library Director will provide this report to the board either at a board meeting or via email, whichever the board feels is appropriate.

The auditors have offered to meet with the Library Board after they complete the library annual audit. This meeting will be arranged for a future board meeting in the fall.

A suggestion was made to explore removing the reserve amount from the checking/savings line and highlighting the reserve portion separately from the cash on-hand in the financial reports. It was agreed to check this with the auditors when we meet to be sure this change is consistent with our government accounting requirements.

Isabel Zumel recommended that a review be done on the library maintenance plan costs for the future. She shared that the current estimates were done several years ago and could use an update.

**Library Face Mask Policy**

At the time of this meeting, the Library Board was working towards a library facilities reopening around August 10 and felt that a face mask policy needed to be in place to support that reopening. The three board members present at this meeting agreed the face mask policy should be approved at a TCL board meeting as a resolution with all members present.

The meeting was adjourned at approximately 9:45AM.

Respectfully submitted: DEB