

Teton County Library Board Special Meeting Approved With Correction Minutes

The Teton County Library Board held their regular meeting on August 20, 2020 at the Library in the Ordway Auditorium and via ZOOM. The meeting was called to order at noon.

Board members present were:

Mark Hendrickson, Chair; Grace Robertson, Vice Chair; Peter Stalker, III, Treasurer; Dail Barbour, Secretary and liaison to TCL Friends; Nina Lenz, liaison to TCL Foundation

Also attending were:

Oscar Gittemeier; Director, Diana Eden; Communications Coordinator, Keith Gingery; Deputy County Attorney

Public Comment:

No Public comment

Meet TCL Staff

Diana Eden, Communications Coordinator, gave the board a brief orientation of her role and she also gave a hand out to the board. She talked about all the options that patrons have via the library's website.

Consent Agenda:

July 16, 2020 TCL Board Meeting Draft Minutes
July 22, 2020 TCL Special Board Meeting Draft Minutes
August 5, 2020 TCL Special Board Meeting Draft Minutes
August 20, 2020 TCL Board Meeting Draft Minutes

Action Item:

Peter Stalker moved to defer minutes from the July 16, August 5, and July 22nd meeting regular meeting on September 17th. Seconded by Grace Robertson. All voted in favor.

Director's Report:

Oscar Gittemeier, Director discussed the Summer Reading Program and the Drive In movie night with Parks and Rec. He also talked about the personnel vacancies and the up coming job postings, (Assistant Director, IT Administrator, and 1 Library Assistant.) He covered the latest facilities updates, budgets and financials, and all the departments updates.

Action Item:

Grace Robertson moved to approve the Director's Report. Seconded by Nina Lenz. All voted in favor.

TCL Foundation Report: Nina Lenz mentioned that the Library Foundation will be donating masks per a grant request. Also, they will be purchasing 25 new hotspots for the Library.

TCL Friends Report: Dail Barbour indicated that the Friends will be meeting with Oscar the following week.

Payment of Vouchers:

Action Item:

Peter Stalker mentioned that he and Mark Hendrickson went over the vouchers and that there were no surprises. Peter Stalker moved to approve the vouchers. Seconded by Grace Robertson. All voted in favor.

Library Director Updates:

Oscar Gittemeier discussed the library staff positions that are currently vacant including the assistant director vacancy. Peter Stalker recommended that the assistant director needs to be someone with financial management experience and library experience. Further discussion is needed relating to the timing of filling these positions.

Library Limited Re-opening:

Mark Hendrickson informed everyone that Nina Lenz and Grace Robertson have been working to ensure that communications for the reopening plans are very solid and understandable with the least amount of confusion.

Nina thanked staff and board for working on this. She stated the discussion today is on the details related to Moderate Risk Phase II reopening plan which will be contained to Phase Orange. The reopening will align with other county facilities. She went on to say that no one expects the library to function in the same manner as it did before the pandemic. There will be sacrifices made to see the building open and it will open in a limited manner. The library will continue to provide services that the community wants and needs. The library will follow all of the health department's guidelines. The goal here is to provide services to the community and to ensure the safety of public and staff.

Oscar Gittemeier gave the reservation hours for both the Jackson and Alta branch. He talks about the "Browse, Borrow & Boogie" promotion, the new reservation system for the library. He talks about the number of patrons that are allowed during the reservations, (25 Main Wing and 10 Youth Wing). Oscar continued with all of the safety measures that the library has taken, such as, purchase of plexiglass for all service points including curbside, the double cleaning by library's professional cleaning company, how the computer center is situated so that social distancing can be met and the HVAC air circulation has been upgraded.

Oscar also talked about the need to fill part time vacancies because there are three service points in which the full time staff are now servicing. Due to the increase of hours on the services desks, the full time staff are being taken away from the back ground work that needs to be completed. The full time staff are also doing the work that the part time staff usually does, such as paging and working the drop book department (returns). Currently, there is no room for vacations or even someone being out sick.

Mark asked how many part timers are needed. Oscar responded that there are normally 8, 5 have been furloughed and 3 have left, these vacancies need to be filled.

A further discussion took place regarding opening on Saturdays. Peter Stalker mentioned that many cannot come during the week during the current reservation hours because many are working. Nina Lenz suggested perhaps closing one week day of reservations so that Saturdays could be opened. Oscar stated that the management team is very interested in opening on Saturdays and is working on how to accomplish this.

Action Item:

Grace Robertson moved to adopt the attached resolution to reopen the library in Moderate Risk Phase II. Seconded by Peter Stalker. All voted in favor.

Teton County Library – Face Covering Resolution:

Action Item: Peter moved to approve the Face Covering Resolution with the understanding that this resolution will be looked at again during the September meeting. Nina seconded the motion. All voted in favor.

Snow Plow Contract Extension with 3-B Construction, 7785 Cowboy Way, Jackson, WY.

Mark pointed out that the dates in the contract are wrong and need to be corrected. He mentioned that the snow plowing had not increased in price for 2 years.

John Graham suggested correcting the dates on the contract at the September board meeting.

Action Item:

Grace Robertson moved to approve the contract with the correct date. Seconded by Peter Stalker. All in favor.

Board Members' Roles and Responsibility

A discussion took place led by Grace Robertson. Grace sent out info from the Library Board Handbook. Dail Barbour indicated that it is important to hear from the public and staff. She

also mentioned expanding some board practices and sharing jobs so more board members can participate. She expressed an interest in the possibility of the board attending staff meetings. Oscar informed the board that he was making plans for the Library Board to attend a staff meeting in the future and planning a tour for the Board of County Commissioners.

Mark Hendrickson mentioned that Keith Gingery had encouraged communication between staff and board and the Director in a public, transparent manner.

Meeting adjourned at 1:30.

Respectfully submitted:
Laura Petix