

Teton County Library Board Meeting Approved Minutes

The Teton County Library Board held its regular meeting on September 17, 2020 at the Library in the Ordway Auditorium and via Zoom. The meeting was called to order at 12:05 p.m., late due to technical difficulty.

Board members present were:

Mark Hendrickson, Chair; Grace Robertson, Vice Chair; Dail Barbour, Secretary and liaison to TCL Friends.

Absent members: Peter Stalker, III, Treasurer; Nina Lenz, liaison to TCL Foundation.

ZOOM meeting speakers:

Oscar Gittemeier; Director, Diana Eden; Communications Coordinator, Beth Holmes, Youth Services Program Coordinator; John Graham, Deputy County Attorney; Pauline Towers-Dykeman, TCL Foundation Executive Director.

Adoption of Agenda:

Action Item:

Grace Robertson moved to approve the agenda, Dail Barbour seconded. All voted in favor.

Public Comment:

There was no public comment

Meet TCL Staff:

Beth Holmes, Youth Services Program Coordinator. Beth shared a Power Point presentation on the success of the summer reading program, which the youth team handled quite differently due to COVID-19 restrictions. One of the highlights of the program was the Sprout Mobile lunch program, a collaboration with Hold Food Rescue, through which we gave away over a thousand books this summer. She also announced that two favorite upcoming youth programs, Night at Hogwarts and Winter Wonderland, will be reimagined as take home experiences this year, and that the Tuesday and Thursday morning outdoor storytimes in the youth side yard have been well-attended.

Approval of Minutes:

Discussion:

Grace Robertson stated that during the July 22, 2020 Financial Review Meeting, Assistant Director Isabel Zumel recommended an updated maintenance expenses plan for the future. Grace recommended that this should be discussed in October's board meeting as part of the financial review.

Oscar stated that a correction was needed in the August 20th meeting minutes. It should read in the Foundation report, “*the Foundation was applying for a grant for hotspots and offered to purchase masks.*”

Dail Barbour also had a correction to the August 20th minutes: under the consent agenda, remove the August 20, 2020 TCL Board Meeting Draft minutes, as the meeting was still in session.

Action Item:

Grace Robertson moved to approve July 16, 2020 meeting minutes, July 22, 2020 Financial Review meeting minutes, August 5th, Special Board meeting minutes and the August 20th, 2020, meeting minutes with corrections. Dail Barbour seconded. All voted in favor.

Consent Agenda

Expanded Financials:

Dail Barbour had a question regarding the Expanded Financials. There were some blanks in the line items 5190, 510XX and in the 6010 & 7600 that had expenditures, but no budgeted amount. Oscar indicated that he will consult with the accountant on this and get back to her.

Action Item:

Grace Robertson moved to approve Financial Narrative and Financial Documents. Dail Barbour seconded. All voted in favor.

Correspondence Report

There was no correspondence.

Face Covering Resolution

Action Item:

Dail Barbour moved to extend the face covering resolution as presented until October 31, 2020. Grace Robertson seconded. All voted in favor.

Library Reopening Resolution

Discussion:

A discussion took place regarding the library allowing walk-ins along with reservations, if space permits, during the current phase of reopening. There was concern that this conflicted with items 3 & 4 in the resolution and perhaps the language should be changed. John Graham, Deputy County Attorney said he was comfortable with the language as it is.

Action Item:

Dail Barbour moved to extend Teton County Library Board Reopening Resolution for the Moderate Risk Phase II reopening as presented until October 31, 2020. Mark Hendrickson seconded. All voted in favor.

Resolution to Consider a Bylaw Change

Discussion:

Mark Hendrickson opened a discussion concerning the changing of the library board meeting time from noon to 8:30am on the 3rd Thursday of every month to better serve the convenience of all board members. He indicated that he had spoken to John Graham of the County Attorney's office who informed him that it is written in the bylaws that any bylaw change needs to be presented in a meeting and considered for 30 days before being acted upon. The procedure would be to make a motion to take those changes under advisement in the current meeting, in order to alert the public that these changes are being considered.

Action Item:

Mark Hendrickson moved to take the 1st Amendment to the TCL Board Bylaws under consideration for a period of at least 30 days pursuant to Article IV, Section A of the TCL Board Bylaws to change the meeting time from 12:00pm to 8:30am on the 3rd Thursday of every month.

Grace Robertson seconded. All in favor.

Payment of Library Vouchers

Action Item:

Grace Robertson moved to approve the payment of the library vouchers. Dail Barbour seconded. All in favor.

Matters from Board, Staff and Liaisons

Director's Report

Discussion:

Oscar Gittemeier, reported progress in the following areas:

- The reopening phase allowing patrons with reservations that took effect on August 24, 2020 for both Jackson and Alta Branches.
- Adult Services and Youth Services teams are building a list of stakeholder partners in the community and assigning staff to serve as contacts for each community partner.
- A meeting between Oscar and the Teton County school superintendent to work on an MOU for automatic student/teacher library cards.
- Personnel concerns: Stephanie Crockett will be retiring on September 25th, Assistant Director job description is being rewritten, IT Administrator position should be filled by October, part-time and full-time vacant Library Assistant positions should be filled by October, Youth Services Manager position budgeted to be filled in April of 2021.

- He updated current events and upcoming events in both Jackson and Alta branches.
- Facilities updates.

Liaison Updates

TCL Foundation:

Pauline Towers-Dykeman reported for Nina Lenz who was absent. Pauline reported that the “Page to Podium” speaker Temple Grandin had just asked for a postponement. She reminded everyone that the “Old Bill’s” Fun Run donation period would be coming to an end on September 18th. Also, the Foundation is working with the Four Seasons Hotel to reimagine the Library Benefit. She reminded the board that there is a Foundation supported rental unit available which could be an incentive for new hires. She offered a tour of this unit for any library board members who would be interested. Pauline also cleared up some confusion relating to an article in *Buckrail*, in which it was reported that the Board and the Foundation were reviewing a grant on creative aging. The grant is not currently being reviewed.

TCL Friends:

Dail Barbour reported the Friends next meeting would be September 23rd. Friends Chair Kelly Bass’s report covered everything and the Book Nook was now open.

Strategic Plan Review and Planning Discussion:

Grace Robertson reminded the board that the current Strategic Plan, completed in 2016, was designed to be a five year plan. She suggested that work should begin on a new strategic plan in March 2021. She feels that the current plan is a good foundation and it can be updated without hiring a consultant. Oscar added that there is a lot of very good information on the American Library Association website about strategic planning that we can use in our efforts.

TCL Policies Review:

There were no policy changes. Oscar discussed the option of possibly going “fine free” before the end of the year. As the library budgeted \$10,000 in anticipation of fines received for this fiscal year we would need to reduce the current budget by that amount. The Management team is looking at their budgets to determine if this is feasible. Mark Hendrickson asked if the \$10,000 in fines would have been raised this year. Oscar indicated that in some years the fines can bring in up to \$20,000. He also indicated that fine free is a trend across the country in libraries and would improve access to the library for all community residents.

Executive Session**Action Item:**

Grace Robertson moved to go into executive session. Mark Hendrickson seconded. All in favor.

The Board came out of the Executive Session and Grace moved to adjourn. Dail seconded. All voted in favor.

The regular meeting adjourned at 1:22.

Respectively submitted:

LLP