

Valley of the Tetons Library
Board of Trustee Meeting Minutes
January 17, 2024
Victor Branch & via Zoom

Board Members in attendance: Jan Borstelmann (Chair), Pauline McIntosh (Treasurer), Boots Knighton, Lauren Vu

Staff in attendance: Chris Heilman, Savannah Wake

Others in attendance: Laura Curtis

Opening Procedures

- The Meeting was called to order at 5:00 PM.
- Change to agenda, personnel policy will be postponed until the next board meeting.
- Jan shared a Mission Moment - observed a young patron and his mom in the library, he was super excited to have found a book about sharks and exclaiming about how the book found him!

Consent Agenda

- a. Minutes - November 15, 2023.
- b. Financials - Savannah provided an overview of current financials, nothing of note, all in order. Largest annual tax revenue check will be received in January, as well as the first deposit of levy funds.
- c. ACTION - Boots made a motion to approve the consent agenda, Pauline seconded, all in favor and motion passed.

Executive Report

- a. Chris and Savannah provided the Executive report - thanks to the VTL Building Committee for their years of work and dedication to the library, that committee has wrapped up. Grants are becoming more challenging to obtain but VTL will continue to actively pursue these funds. Chris has started with the ICFL Director cohort. Extensive annual year end report has been submitted to the state.

Discussion and Action

1. 2024 Meeting Changes - Will move to every other month public session with work sessions in the alternate months. Stay with 2nd Wednesday at current time.
2. Executive Position Descriptions - Chris requested additional edits to be made, check for consistency between the two descriptions. The Board will review the documents and advance a final draft.
3. Countywide Expansion
 - a. Plans are taking shape for expansion particularly into the north end of the County. Official announcements expected May 1.
 - b. Looking also at teen/tween programming and services.
 - c. Conscious of school district change and will need to discuss staffing later this year. Stay at current staffing for now, with Friday closure. A single day of staffing at current operations requires 44 staff hours. Opening for an

additional day without any offset in operations on other days will require more than one new full time staff position.

4. Policy Review

- a. Personnel - Postponed
- b. Meeting spaces - review photo and media policy within meeting spaces, discussion about fee for use and for profit/not profit use, add Makerspace kitchen as a reservable space. Draft will be revised.
- c. Bylaws - Some items cannot be changed because they are statute, good review and refresher.

ACTION Pauline made a motion to approve the bylaws as currently written, Boots seconded, all in favor and motion passed.

- d. Solicitation - new policy, straightforward and ready to adopt.

ACTION Jan made a motion to approve the solicitation policy, Boots seconded, all in favor and motion passed.

Public Comment

- No public comment

Adjournment

- The next meeting is scheduled for March 13, 2024.
- ACTION - Pauline made a motion to adjourn the meeting, Boots seconded, all in favor and the motion passed.
- The meeting was adjourned at 6:38 pm.