

Valley of the Tetons Library
Board of Trustee Meeting Minutes
April 10, 2024
Victor Branch & via Zoom

Board Members in attendance: Boots Knighton (Vice Chair), Pauline McIntosh (Treasurer),
Connie Tyler, Lauren Vu

Staff in attendance: Chris Heilman, Savannah Wake, Jenevive Briggs, Stacy Bodis

Others in attendance: Jill Callahan

Opening Procedures

- The Meeting was called to order at 5:02 PM.
- Boots shared a Mission Moment - amazing opportunity for coming together at Makerspace, adults can connect for a meeting while children are also creating, and they observed others doing the same. Experienced a deep moment of observing love and especially safety.
- Board Announcement - agenda change. Pauline made the motion to add to the consent agenda item d. Retroactively appoint Savannah Wake as Assistant Library Director as part of Executive Team effective June 1, 2023. Lauren seconded, all in favor and the motion passed.

Consent Agenda

- a. Minutes - no changes to January 17, 2024.
- b. Executive Report - Chris thanked the public community for submitting over 200 love letters.
- c. Financials - Savannah provided an overview of current financials, nothing of note, revenue added to the YTD. Halfway through fiscal year and spending at a bit less than 50%.
- d. Retroactively appoint Savannah Wake as Assistant Library Director as part of Executive Team effective June 1, 2023.
- e. ACTION - Pauline made a motion to approve the consent agenda, Connie seconded, all in favor and motion passed.

Discussion and Action

1. Countywide Expansion - Incredible new branch of VTL opening May 1, 2024! Media launch starting April 18. Grand opening May 4, 11 am - 2 pm. A Memorandum of Understanding has been drafted with the City Council. Council has proposed the following changes: 1st paragraph, change to annual review and not a ten year contract so as not to promise on behalf of future council, section 1.3 snow removal up to fenceline and maintenance of immediately adjacent park areas, section 1.4 will carry insurance on the building. Council has approved with these changes.
 - a. ACTION - Pauline made a motion to approve the adjusted MOU with the City of Tetonia, Lauren seconded, all in favor and motion passed.
2. Policy Review
 - a. Makerspace Policy - Jenevive provided an overview of the Makerspace remodel. Policy is needed for many facets of safety, unattended children,

and increased visitation. Board is supportive of implementing a policy. One change to presented policy - add a sentence "certain areas and resources in Makerspace are reservable, please view the reservation policy for more information."

ACTION - Connie made a motion to approve the Makerspace policy, Pauline seconded it, all in favor and motion passed.

- b. Behavior Policy - Update to policy to clarify behavior expectations, staff actions, and streamline for patrons.

ACTION - Pauline made a motion to approve the Behavior Policy, Connie seconded, all in favor and motion passed.

- c. Filming and Photography Policy - New policy for in library media activities.

ACTION - Connie made a motion to approve the Filming and Photography Policy, Lauren seconded, all in favor and the motion passed.

- d. Personnel Policy - Policy rewrite presented to the board with accompanying notes. Pauline, Boots, and Connie will assist with in depth review and edits and bring final draft to next board meeting.

3. August Budget Hearing

- a. Budget hearing set for Wednesday, August 14, 5:00 pm.

Public Comment

- No public comment

Adjournment

- The next meeting is scheduled for May 8, 2024.
- ACTION - Pauline made a motion to adjourn the meeting, Connie seconded, all in favor and the motion passed.
- The meeting was adjourned at 5:46 pm.