

**Valley of the Tetons Library**  
**Board of Trustee Meeting Minutes**  
**May 8, 2024**  
**Victor Branch & via Zoom**

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

Staff in attendance: Savannah Wake, Stacy Bodis, Tanya Alexander

Others in attendance: Jill Callahan, Dana Izatt, Amy Briggs, Marjie Peter

Opening Procedures

- The Meeting was called to order at 3:47 PM.
- ACTION Board Announcement - agenda change. Lauren made the motion to remove the Executive Job description action item from the agenda. Pauline seconded, all in favor and the motion passed.
- ACTION Executive Session - Boots made a motion to enter into Executive session, Lauren affirmed, Connie affirmed, Pauline affirmed, all in favor and the motion passed.

Executive Session pursuant to § 74-206(1): (b) and (c).

Resume Public Meeting

- Savannah shared a Mission Moment - Tetonia branch grand opening was wonderful. City of Tetonia Mayor Schindler shared during the grand opening that despite the long timeline for VTL to take over the Tetonia branch he sincerely appreciated our process and how careful and deliberate VTL was in advancing this project.

Discussion and Action

1. Audit Report - Amy Briggs presented the annual audit report including the management reports and letter to those that govern. Successful audit, expenditures do not exceed budget, all in compliance.
  - a. ACTION - Pauline made a motion to approve the annual audit report, Lauren seconded, all in favor and motion passed.

Consent Agenda

- a. Minutes - May 6 minutes will be included in next meeting. No changes to minutes.
- b. Executive Report - Celebrating the now open Tetonia branch, staff trainings are worthwhile and impactful, discussion of grant efforts.
- c. Financials - Savannah provided an overview of current financials, nothing of note and right on track with fiscal year.
- d. ACTION - Lauren made a motion to approve the consent agenda, Pauline seconded, all in favor and motion passed.

Reports

- a. VTL Friends - Jill provided two reports for the BOT and provided an overview of recent Friends activities.

- b. Staff Reports - First communications report included this month. Managers provided overview of staff reports and answered questions.

Discussion and Action continued

2. 5th Day Operations - Savannah provided a staff report relating to the school district change. Final recommendation will be presented to the board in July.
3. Executive Team/Director Team - Moving to a Director team as opposed to Library Director and Assistant Director.
  - a. ACTION - Pauline made a motion to adopt Director team model and appoint Savannah Wake as Director of Internal Operations, Lauren seconded it, all in favor and motion passed.
4. Policy Review
  - a. Collection Development Policy - This is a relatively new policy, approved in October 2022, but small changes are needed to comply with new Idaho law. Largest change is in bottom section relating to relocation form, as advised by attorney.
    - i. ACTION Boots made a motion to approve the Collection Development Policy, Pauline seconded, all in favor and motion passed.
  - b. Material Reconsideration Form - Link added to statute and the full house bill along with some bill language, as advised by attorney. Our attorney is adamant that we do not have obscene materials in the library.
    - i. ACTION Boots made a motion to approve the Material Reconsideration Form, Pauline seconded, all in favor and motion passed.
  - c. Personnel Policy - Policy has been reviewed and approved by VTL attorney. One change made during legal review, relating to Executive overtime compensation. There are options to reclass the position but generally there is a lot of trust with Executive position schedules and the expectation that hours worked over a weekly schedule are taken in a following week. Added language about target weekly schedule. Other areas added/changed: grievance procedures, lunch and break periods, and PTO.
    - i. ACTION Boots made a motion to approve the Personnel Policy, Lauren seconded, all in favor and motion passed.
  - d. Reservable Spaces Policy - Have added Makerspace reservable spaces to this policy.
    - i. ACTION Boots made a motion to approve the Reservable Spaces Policy, Lauren seconded, all in favor and motion passed.

Public Comment

- No public comment

Adjournment

- The next meeting is scheduled for July 10, 2024.
- ACTION - Pauline made a motion to adjourn the meeting, Boots seconded, all in favor and the motion passed.
- The meeting was adjourned at 6:44 pm.