

Teton County Library Board

Thursday, April 20, 2023 @ Fairfield – Teton Public Library

President Karen Ferris called the meeting to order at 6:35 pm at the Fairfield - Teton Public Library. Board Members in attendance were: President Karen Ferris, VP Margi Corey, Secretary Diana Levine and Carol Idland. Jean Harmon was absent. Also present was Della VanSetten, Choteau Library Director and Vonnie Jacobsen from The Acantha. Special guest was Tracy Cook from the Montana State Library.

Approval of Minutes of last meeting: Secretary Diana read the minutes of the March 16, 2023 meeting. Margi moved to accept the minutes with a couple of minor edits/additions. Carol 2nd the motion. Motion carried.

Agenda Additions: President Karen requested to add “Public Participation Policy” to New Business section to the Agenda.

Public Comment: President Karen noted that Public Comment is limited to 5 minutes on any one subject.

Budget: Pres Karen handed out copies of the monthly reports from Teton Co to each Board member and generally reviewed the figures. She also reminded the Board that the current Library Levy would expire in 2028. There had been a question regarding funds that were not utilized at the end of the fiscal year. She was informed that the ‘left-over’ money was sometimes used to fund the Libraries at the beginning of the next fiscal year until the County approves the budget, so the library Directors should not try to use up the “leftover” funds at the end of the year. Also, she said some people pay their taxes ‘under protest’ which means that that money cannot be currently spent. Karen discussed the need for a line item in the Budget for Travel expenses – Paula has mentioned that Board Members and Library personnel need to claim mileage and expenses when they are incurred as a result of approved travel. Della discussed Technology items and the need for increased money. She also mentioned the need to fund additional Training - \$500 total for the 3 Libraries isn’t enough. Karen said the Libraries should Budget on the basis of NEED and not WANT. Tracy Cook asked several questions regarding the Levy and Expenses. Fairfield Director Tracie R had some questions regarding Collections & Donations. All were encouraged to ask Paula Jaconetty if they have questions and it was noted that adjustments to budget items are made monthly. Library Directors were informed that their Budget needs to be submitted to the Board before the meeting in May and will be approved and submitted to the Co Commissioners at the end of the June meeting.

Reports of Officers / Trustees: No reports

Reports of Library Directors: (see attached) Carol paraphrased the Fairfield Library report as the Director was not in attendance. There was no report from the Dutton Library. Choteau Library Director Della briefly read her report and noted that the Announcement for the Choteau Director position would be published in the Acantha April 28.

Unfinished Business: none

New Business: Resignations: Both Della Van Setten and Diana Levine submitted letters of Resignation to the Library Board. Della effective June 1 and Diana’s effective July 1, 2023.

Policy Review: Della passed out copies of the current Public Participation, Circulation of Materials, Adult & Child Library Cards and the Book Selection Policies and revisions to each Policy to bring them up to current standards. Karen stated that the Board needs to edit and or change them and adopt them at the next meeting so the Board needs to read them in order to take action.

Public Comment: None

Next Meeting Scheduled: The next meeting will be May 18th in Choteau @ 6:30 pm.

There being no further official business to come before the Board, the meeting was adjourned at 8:15 pm.

Respectfully submitted:

Diana Levine, Secretary _____ Karen Ferris President _____