



Regular Board Meeting September 21, 2021 @ 4:30 PM: Duchesne Library

Conducting: Chair Lori Ann Potter

Welcome / Roll call: Meeting began at 4:31p.m. Those present: Director Daniel Mauchley, Chair Lori Ann Potter, Vice-Chair Jessica Shaw, Secretary Dixie Swasey, Commissioner Greg Todd, Deb Evans (arrived 4:34), Jenny Adams, Amy Snow

July 2021 minutes approval Minutes of the previous meeting were read and discussed. A motion to approve was made by Jessica Shaw and seconded by Deb Evans. The motion to approve passed unanimously.

Update on Roosevelt Library project construction progress & groundbreaking report: The storm drain structure and concrete footings are installed. There have been weekly meetings with the BHI contractors. The metal building will arrive in a few weeks. The cost of the metal building has increased 50% since the first estimate with a final cost of \$151,319.92. Roosevelt City Council voted to waive the building permit fees and only required the necessary utility connection fees. Deb Evans suggested we get drone photos of the progress on the building.

The groundbreaking ceremony for the new Roosevelt Library building was held on July 27. More than thirty people were in attendance including the Duchesne County commissioners, four Representatives from the Utah State Library, Roosevelt City Council, Duchesne School District Superintendent David Brotherson, and many other community businesses. The Uintah Basin Standard reported the event.

The board members discussed soliciting private donations for the new library since people can now see the building starting to take shape. Methods for listing names of donors were also discussed. Daniel will follow up about the Roosevelt Aquatic Center and Crossroad Senior Center campaigns.

Review of Community Room Policy: Amendments to:

- **Prohibit events between 12:00 AM – 6:00 AM** Director Mauchley has suggested this amendment to ensure that staff members won't be working between 12:00 a.m. and 6:00 a.m.
- **Encourage check or cash for cleaning deposits** Refunds of cleaning deposits can only be processed if paid in cash or check. Credit card transactions cannot be refunded.
- The board discussed these possible amendments and will vote on these issues next month

Summer Reading Totals 2021 Roosevelt Branch used the online ReaderZone program this year. Duchesne Branch's children and teen signups and completions increased over 2020. All numbers are still well below pre-COVID numbers. A separate summer reading statistical report was provided.

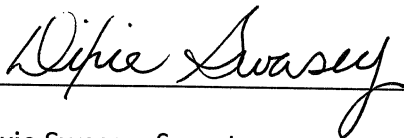
Report on library WiFi hotspot program: The hotspot program is being well used county wide. There are three hotspots available in Duchesne and six in Roosevelt. One household can check out 1 hotspot for 2 weeks. The grant is currently paying the monthly fees on these devices. We will need to decide whether we should continue this program once the grant is no longer funding it.

Discussion of July & August statistics / Budget report / Consent agenda

Meeting Adjourned by Unanimous Consent at 5:30 p.m.

Next meeting – Tues, October 19, 2021 4:30 PM @ **Crossroads Sr. Ctr.**

Minutes approved 10/19/2021.


Dixie Swasey, Secretary



Community Room Policy

Purpose of the Policy

Duchesne County Library System's mission is to facilitate and promote community and individual growth and opportunities. The library is a public forum to allow the community to gather and share information, interests, and comradery regardless of any community divisions. This policy regulates the use of the community room and its priorities in support of the library mission.

Reservations

Library and library-partner sponsored programs have priority over all other room reservations. Community rooms may be reserved without charge by individuals and community or non-profit groups for non-commercial use/events that are **open and free to the public at large**. Those purposes include cultural, educational, charitable, advocacy, civic, or religious. Some limited private use of the room is permitted for a rental fee and are the lowest reservation priority. Refer to the [Community Room Fee Schedule](#) for allowed use and applicable charges. Commercial use, for-profit use, or events charging fees for attendees should refer to other event spaces. No events are held in the rooms on Sundays or **between 12:00 AM – 6:00 AM any day**.

Permission to meet in the library in no way constitutes advocacy or endorsement by the Duchesne County Library System or its Board of Trustees of the policies or beliefs of the individual or group using the facilities.

Reservation requests are made by delivering a completed User Agreement to the facility and are calendared on a first-come, first-serve basis. The reservation time should include adequate set-up and take-down time for the event. Applicants must also be 18 years or older. Requests may be submitted in advance twice a year beginning on the following dates:

- **November 15** for dates between January 1 – June 30
- **May 15** for dates between July 1 – December 31

Requests for multiple dates in one of the six-month windows maybe made at the same time. If requests are received the same day from two different individuals/groups requesting the room for the same desired date and time, library management has discretion to assign priority to the requests to ensure balanced, flexible, and appropriate use of the rooms. Library management will assist an individual or group that did not receive priority in reserving the space for another date or library space if possible.

Requests will be denied if the purpose of the meeting or activity is illegal or presents hazardous, health, or security risks.

Applicants who fail to adhere to User Responsibilities and reservation conditions in this policy, to notify the library when meetings are canceled, or to pay assessed damage/cleaning fees, may have their upcoming or future reservations cancelled or denied.

User Responsibilities

1. The Behavior and Library Use Policy and all applicable local, state, and federal laws will be adhered to by all attendees.
2. The meeting or activity cannot interfere with library business or patrons.
3. The person who signs the User Agreement will be present during the entire course of the event, provide supervision by multiple adults, and ensure all responsibilities and regulations agreed to are observed.
4. Activities involving the presence of firearms, live ammunition, open flames, or hazardous substances are prohibited.
5. The reserving party is responsible for the room setup and returning the room to its pre-event state including: vacuuming/cleaning floors, wiping/putting away/stacking all tables and chairs, cleaning kitchenettes, washing dishes/utensils, dumping garbage, etc.
6. Décor must not mar or affect the appearance of the community room or facilities and must be removed immediately following the event. Glitter is not permitted.
7. Amount of attendees will not exceed the posted fire code capacity of the room.
8. Reserving parties are responsible to bring their own equipment, technology, etc. They may use the facilities' mounted projectors and installed audiovisual equipment. Duchesne County Library System is not responsible for any party's equipment, materials, or personal belongings being damaged or stolen.
9. Light refreshments may be served in the room. Alcoholic beverages and drinks containing a dye (red, green, etc.) cannot be served in the rooms. These products cause furniture and carpet stains that cannot be removed even with commercial cleaning.
10. Copyright restrictions apply to the use of community rooms and equipment. They cannot be used to duplicate or show material protected by copyright law. Reserving parties may be liable for infringement.
11. If a meeting or activity is free and open to the public at-large reserving parties need to post a sign at the community room entrance during the event stating that the public is welcome to attend and participate.
12. A cleaning deposit of \$25 is due before accessing the room. The deposit **can** be refunded if the room is left completely clean and in its pre-event state; **and if paid by cash or check. Credit card payments are non-refundable.** An additional cleaning fee of up to \$100 will also be assessed if the staff must clean/return the room to its pre-event state depending on staff time required to do so. Damages to any library property will be assessed at reasonable cost and invoiced to the sponsor or agent who signed the agreement.

Appeals

An applicant may submit a written appeal about an administrative decision concerning the use of community rooms to the Library Board of Trustees within one month of the decision. The applicant may then appear before the Library Board at the next regularly scheduled meeting to state a position. Library

management may also present a viewpoint at the same meeting. The decision of the Board of Trustees is final.

Policy Review

This policy shall be reviewed at least once every three years by the Duchesne County Library System Board of Trustees.

Reviewed: Sep. 22, 2021

Adopted: Oct. 19, 2021

Effective: Oct. 20, 2021

Original Adoption: Nov. 17, 2020