



Regular Board Meeting

October 19, 2021 @ 4:30 PM: Crossroads Sr. Ctr.

Conducting: Vice Chair Jessica Shaw

Welcome / Roll call: Meeting began at 4:30 p.m. Those attending: Director Daniel Mauchley, Vice-Chair Jessica Shaw, Secretary Dixie Swasey, Commissioner Greg Todd, Deb Evans, Jenny Adams, Amy Snow, and Chair Lori Ann Potter (attending remotely)

Mason Miles (Uintah Basin Standard)

September 2021 minutes approval: A motion to approve the minutes of the September meeting was made by Jenny Adams. Amy Snow seconded the motion. The motion passed unanimously.

Utah State Library recognition: Exemplary service during the COVID-19 pandemic: Our library system received special recognition from the Utah State Library Division with an Exemplary Service Award for our efforts during the COVID-19 pandemic. We received a trophy, certificate, a letter of recognition, and a \$500 check. This effort replaced the Quality Library Recognition we received two years ago as COVID shattered normal statistics for everyone. Board members discussed possible use of the awarded money.

Approval of Community Room Policy: Amendments to:

- **Prohibit events between 12:00 AM – 6:00 AM**
- **Require cash or check payments of cleaning deposit if refund is desired**

Deb Evans made a motion to adopt the proposed amendments to the Community Room Policy. Jenny Adams seconded the motion. The motion passed unanimously.

Review of Circulation Policy: Inactive Accounts with no fees purged after 3 years: The federal agency, Institute of Museum and Library Services, asks for reports of numbers of registered library users who have used the library within the last 3 years. Our policy doesn't currently address the status of library cards that haven't been used for more than 3 years. Board members discussed adding the following sentence to our policy: "Library cards that have not been renewed in over 3 years are considered inactive and may be deleted if there are no lost item fees attached." Patrons must renew cards annually to continue to circulate and access digital collections. This usually consists of a 2 minutes check-in at the circulation desk to make sure contact information is still current. This proposal will be voted on in next month's meeting.

Discussion of donations for Roosevelt Library shelving, tech, furniture, furnishings, and equipment: It seems more appropriate to solicit donations for needed things not covered by our CIB loan, rather than asking for help to pay off our debt. We discussed a recognition method and time limit on display of that recognition. Possible methods that were investigated and presented by Daniel included the donor wall at the Roosevelt

Aquatics Center, the donor wall at the Crossroads Senior Center, and the memorial brick walking path at Layton City's Vietnam Memorial wall. Amy Snow made a motion that we have donor recognition that will be displayed for 10 years with donor names printed on it under the following donation levels:

- Diamond: \$25,000 +
- Platinum: \$10,000 – 24,999
- Gold: \$5,000 – 9,999
- Silver: \$2,500 – 4,999
- Bronze: \$500 – 2,499

Deb Evans seconded the motion. The motion passed unanimously.

Board training: Utah Open Public Meetings Act Annual training. Board members will do this training on their own using an internet link to the OPMA intro training on the state auditor's site and pages provided by the Director. Board members were asked to follow up and verify completion with Daniel.

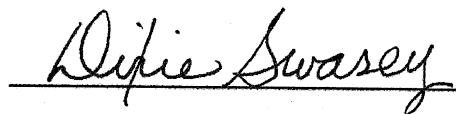
Discussion of September statistics / Budget report / Consent agenda

Next meeting – Tues, November 16, 2021 4:30 PM @ Duchesne Library

Meeting adjourned: There being no further business, the meeting was adjourned at 5:23 p.m.

Visit of Roosevelt Library Construction Site Board members visited the construction site.

Minutes approved 11/16/2021.



Dixie Swasey, Secretary



Consent Agenda: Oct. 2021

History Center cemetery records transition underway

Sunrise Engineering's new cemetery database is nearing release and the history center volunteer staff have been trained how to enter data. Some tweaks are being worked on concerning images and photos that should be attached to cemetery plot records, but otherwise, the site should be ready to launch in November to the public.

Rachel Hull recognized as Duchesne County Employee of the Month

Duchesne Branch Associate Librarian Rachel Hull was recognized as the October 2021 Duchesne County Employee of the Month. She has made many contributions over her 6 years including teen and tween programming, the genre organization of the DVDs, acting as a test proctor, managing 3D printing, completing her ULA Paraprofessional Certification, serving on the Duchesne County Wellness Committee, and acting as a professional, compassionate, and cheerful face of the library.

Duchesne Branch offers disc cleaning

As an experiment, Duchesne Branch is offering patrons a disc cleaning service for patrons' personal discs. The use of supplies and staff time was calculated and a base price of \$0.50/disc was determined. This is often cheaper than other options in the area and a better-quality repair than department store products.

Eat dinner with your family night

Some of the Roosevelt Branch staff provided some outdoor games at the Eat Dinner with Your Family Night at Roosevelt's Constitution Park on Sep. 27. Over 600 attended the event that was organized by Northeastern Counseling.