



## Regular Board Meeting February 15, 2022 @ 4:30 PM: Duchesne Library

Conducting: Chair Lori Ann Potter

Excused: Commissioner Greg Todd

**Welcome / Roll call:** Meeting began at 4:32 PM. Those present were Director Daniel Mauchley, Chair Lori Ann Potter, Vice-Chair Jessica Shaw, Secretary Dixie Swasey, Jenny Adams, Deb Evans, and Amy Snow.

**January 2022 minutes approval:** A motion to approve the minutes was made by Jessica Shaw and seconded by Deb Evans. The minutes were unanimously approved.

**Public comment: Board Meeting Schedule & Roosevelt City Council Schedule – Uintah Basin Standard:** Board members discussed changing meeting days so that the Uintah Basin Standard reporter for Duchesne County could attend all of our meetings. Currently Roosevelt City Council also meets on 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays at 6:00 PM making it difficult for the reporter to attend when library board meeting is held at Duchesne Library. Unfortunately, some board members are not available on 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays, others have conflicts on Wednesday, Thursdays often are library event nights, and the meeting cannot be moved earlier in the day due to work schedules and travel distance, making changes in the board schedule impossible for now. Director Mauchley will remind the reporter listen to the recording of the minutes that is posted on our website within 3 business days after the meeting for when they cannot attend in person.

**Board training: Addressing Patron Concerns as Board Members:** Board members were reminded that the board doesn't deal with staffing issues or issues that the county HR department oversees. Though board members should remember not to make promises to patrons about policy proposals, daily operations, or programming, they should listen to those concerns and share them with the board. The entire board must discuss policy and services together in a scheduled public meeting before changes can be considered. Writing patron concerns down could be helpful. We encourage input from patrons and patrons are always welcome at board meetings or to even present to the board by asking the library director to be placed on the agenda.

**Approval of Internet and Online Access Policy – Adding parental consent form for minors without an account:** This policy change was discussed by the board members at the January meeting. After further discussion, a motion to approve the policy change was made by Amy Snow and seconded by Jenny Adams. The motion passed unanimously.

**Approval of Circulation Policy – Collection access for homeless patrons:** This addition to the circulation policy was discussed at the January meeting of the board to allow patrons who are experiencing homelessness to have a limited library account. Director Mauchley has adapted the proposed addition to allow these accounts to also have access to the digital collections. After further discussion, a motion to approve the addition was made by Jenny Adams and seconded by Deb Evans. Approval was unanimous.

**Review of Community Room Policy – Adjust rental rates of Duchesne Branch Community Room:** A patron had spoken to two board members about adjusting rental rates to reflect the size and capacity of the different library community rooms that will be available after the new Roosevelt Branch is completed. There was discussion about how to compare the Duchesne Branch Community Room with the rooms in the Roosevelt Branch. The Duchesne Branch accommodates 60 persons and is 15 years old. The Roosevelt Branch will have two spaces that can each accommodate 100 persons and will be new, including the furnishings. There are also more options for other event venues in Roosevelt than there are in Duchesne City. The board will vote on this issue next month.

**Update on Roosevelt Library construction, self-checkout, and donations:** We have received more donations to the library equipment fund. Director Mauchley placed a quarter page ad in the Uintah Basin Standard for two-weeks as well as a posting on their website. The ads cost just under \$600 total. Construction is paused on the new building until roof trusses arrive. They were delayed for one month and now have been delayed another two weeks. Self-checkout kiosks will be available to allow patrons to check out books without having to wait for a staff member. Our partner library, Uintah County Library, uses it and is willing to help us install and begin to use a self-checkout system. They also have equipment on hand that was given up by Wasatch County Library when they switched to a different system. Director Mauchley will be visiting UCL to see what equipment Roosevelt Branch can use. TechLogic is the license provider and Daniel and Sam Passey, UCL director, are in discussions with them to add Duchesne County Library to UCL's contract as a branch.

**Utah Library Association Conference May 18-20, 2022 @ Davis Convention Center, Layton:** Director Mauchley is willing to send all board members to Layton in May to attend the Utah Library Association Conference, even for one day. Proof of COVID vaccination and masks will be required to attend.

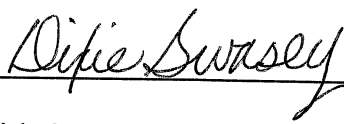
**Discussion of Library Events and COVID Concerns:** Patrons and staff members are ready to have story time begin again. Director Mauchley discussed the decrease in COVID cases and that living with this virus is something we need to come to terms with. We will not have big events yet, but the board agreed that it is time to initiate weekly events, particularly story time at both branches.

**Discussion of January statistics / Budget report / Consent agenda**

**Next meeting** – Tues, March 15, 2022 4:30 PM @ Crossroads Senior Center

There being no further business, the meeting was **adjourned at 5:56 p.m.**

**Minutes approved 03/15/2022.**

  
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Dixie Swasey, Secretary