



Regular Board Meeting

March 15, 2022 @ 4:30 PM: Crossroads Sr. Ctr.

Conducting: Chair Lori Ann Potter

Welcome / Roll call: Meeting began at 4: 32 p.m. Those present were Director Daniel Mauchley, Commissioner Greg Todd, Chair Lori Ann Potter, Vice-Chair Jessica Shaw (remotely), Secretary Dixie Swasey, Jenny Adams, Deb Evans (remotely beginning at 4:40), and Amy Snow.

February 2022 minutes approval: A motion to approve the February minutes was made by Amy Snow and seconded by Jenny Adams. The minutes were unanimously approved.

Board training: Ethical behavior – Conflict of interest: Board members received a Declaration of Conflict of Interest form to sign that was sent to all County employees. The discussion was a good reminder of ethical behavior.

Approval of Community Room Fee Schedule – Adjust rental rates of Duchesne Branch Community Room: After discussion a motion to approve the adjusted rental rates of Duchesne Branch Community Room to be \$5/hour, \$30/day for Non-profit organization and community group meetings closed to the public; and \$10/hour, \$60/day for For-profit educational, cultural events, Closed/Private meals, parties, social events of any group or individual up to 45 attendees; was made by Greg Todd and seconded by Jenny Adams. The voting was unanimous in favor of adjusting the rental rates of Duchesne Branch Community Room.

Review of Circulation Policy – Remove \$3.00 long overdue fine & limit checkouts instead: The \$3.00 fine won't work because of a system-wide setting in the Koha catalog which would also affect the Uintah County Library and the Wasatch County Library. As those libraries do not enforce a \$3.00 long overdue fine, Director Mauchley has suggested that the fine be dropped from policy and that we allow Branch Managers to lower the number of check out items allowed for patrons that have habitual long overdue checkouts. We will vote on this issue next month.

Update on Roosevelt Library construction, self-checkout, and donations

- Roosevelt Library Construction has had supply chain problems. Trusses are here but the metal roofing which was ordered months ago is not here yet. The utilities are mostly tied in.
- Self-checkout sample tags have arrived. Daniel will try them and order more if they work. Uintah County Library has given us 4 RFID (radio frequency identification) pads. The pads and tags will allow check in and check out by placing tagged books, even stacks of books, on the pad.
- Donations for library items not covered by our CIB loan have been solicited in the newspaper and on the radio news. We will run ads again periodically. We have had nearly \$10,000 donated so far.

Utah State Library – Library Board Training @ Uintah County Library, March 18, 11 AM – 1 PM: Director Mauchley and 4 board members will attend this training.

2021 Annual Library Report: Patron use of digital collections is on the rise. We hope to see a rise in the usage of the physical collection as the libraries return to hosting in-person events beginning in March. The Roosevelt Branch held many self-directed events during COVID gathering restrictions. Patron visits are rebounding. Patron computers in both branches are still being used. Hot Spots are still popular. Duchesne County Library received a COVID-19 Exemplary Services Award from the Utah State Library for the efforts made to continue and adapt library services through 2020. The new Roosevelt Branch begins construction in August.

Discussion of February statistics / Budget report / Consent agenda

Tax revenues were much smaller and the cost of employee benefits jumped nearly \$20,000 in 2021. Our expenses exceeded our revenues but at a smaller margin than they did in 2020. 2022 may have a better financial report due to voluntary changes in staffing and staff benefits. Also, the staff will do more careful evaluation of collection purchases, particularly concerning monthly and quarterly standing order plans.

Utah Library Association conference: The library system will pay registration and lodging for any board members attending.

Next meeting – Tues, April 19, 2022 4:30 PM @ Duchesne Library

There being no further business, the meeting was adjourned at 5:17 p.m.

Minutes approved 04/19/2022.

A handwritten signature in cursive script, reading "Dixie Swasey", is written over a horizontal line.

Dixie Swasey, Secretary