



## Regular Board Meeting

May 24, 2022 @ 4:30 PM: Crossroads Sr. Ctr.

**Conducting:** Vice Chair Jessica Shaw

**Welcome / Roll call** Meeting began at 4:33 p.m. Those present: Vice Chair Jessica Shaw, Director Daniel Mauchley, Amy Snow, Deb Evans, Commissioner Greg Todd (left at 4:55 p.m.), Jenny Adams (remotely).

Mason Miles of the Uintah Basin Standard joined at 4:41 p.m.

**April 2022 minutes approval:** A motion to approve the April meeting minutes was made by Amy Snow and seconded by Greg Todd. The motion passed unanimously.

**Triennial approval of Collection Development, Exhibit, and Display Policy:** Amy Snow made a motion to approve the policy as discussed in the April meeting. Deb Evans seconded the motion. The motion passed unanimously.

**Introduction of Library Grants Policy:** The grants policy is modeled after the Uintah Basin Association of Governments grants policy. It outlines the procedures that should be followed in the library department concerning the reporting and oversight of grants as well as the proper coordination with the county clerk/auditor. Vice Chair Shaw asked that Director Mauchley submit the policy for review by the county attorney. Director Mauchley indicated that he would and that he already received the County Auditor JoAnn Evans approval on the draft of this policy.

**2021 & 2020 Financial Report Corrections:** In the past, Director Mauchley has given the annual library report and final budget in February. Generally, the expenditures of the previous year are accounted for by that time; however, a good amount of property tax is received in the final weeks of February. Director Mauchley received updated reports that included that revenue that was missing. Little change occurred in the expenditures reported; however, the revenues had significant changes. Director Mauchley had previously reported that in 2020 the library overspent by over \$70,000 and in 2021 had overspent again by \$50,000. The updated revenues for 2020 are \$799,478, a surplus of over \$52,000; and in 2021 \$822,065, a surplus of \$70,000. The final result is that the library has not run overbudget in its annual operations and the surplus is being used towards the construction costs of the new Roosevelt Branch. In the future Director Mauchley will not report on the final annual budget until the March Board meeting.

**Report on long overdues; Fines relief:** As previously directed by the board, Director Mauchley pulled data from the past three years concerning patrons with long overdue items. Currently there are 241 patrons with long overdue items in Duchesne County libraries. 179 patrons have items out from before January 2022. Only 29 patrons have 6 or more items long overdue. 20 other patrons have 5 items checked out. It is likely they were new patrons that checked out their first 5 items and haven't returned since. This is why we have a 5-

item probation limit for the first 3 months, to help limit the risk to the library. Overall, nearly 80% of the patrons who have long overdues, have only 4 items or less out. Board members discussed possible initiatives that might encourage patrons to come back to the library, particularly the idea of an Angel Tree around the holidays to allow patrons to pay off the fees of patrons with long overdues who are listed anonymously.

**Update on Roosevelt Library construction:** The estimated time of completion is delayed until September. Amy Snow asked inquired about the parking lot issues. The parking lot required two separate pours of asphalt. Jones and DeMille Engineering tests densities of those pours to make sure they are the proper depth and composition. It was found that the second smaller pour did not meet the standard and even had ripples on the surface. This was likely due to the windy conditions of the pour that day. Regardless, that portion of the parking lot was rejected and had to be milled out and re-poured. That portion of the lot has been retested and now meets quality standards. The board discussed volunteer initiative possibilities. We are waiting for the roof. The completion date may be delayed, depending on the roof's progress.

**Update on the beginning of summer reading programs:** Numbers have been lower in 2020 and 2021 due to the COVID. It is expected that participation will be higher this year as in-person activities have resumed.

**2022 Building Inspections:** Nothing urgent needed to be taken care of at Roosevelt Branch at this time. Duchesne Branch's main concern is the insulation of the history center's storage vault that the historical photo negatives are kept in.

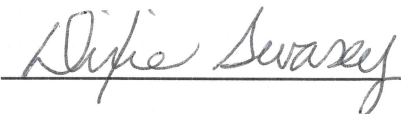
**Success of Duchesne Branch Geocache:** As Director Mauchley reported in the consent agenda, Duchesne Branch's geocache is now the most favorited geocache by premium paying members in all of Duchesne County.

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

**Next meeting** – Tues, June 21, 2022 4:30 PM @ Duchesne Library

Meeting adjourned by unanimous consent at 5:21 p.m. Some board members left to tour the Roosevelt Branch construction site.

Minutes approved 6/21/2022.



Dixie Swasey, Secretary