

Regular Board Meeting

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

Conducting: Vice Chair Jessica Shaw

Welcome: Vice Chair Jessica Shaw began the meeting at 4:32 p.m.

Roll call: Jessica Shaw, Amy Snow, Daniel Mauchley, Dixie Swasey, Jenny Adams, Deb Evans, and Lori Ann Potter (remote).

October 2022 minutes approval. Dixie Swasey made a motion to approve the minutes. Jenny Adams 2nd the motion. The minutes were approved unanimously by the board.

Public comment: No public comment.

Approval of Circulation Policy Update: Deb Evans made a motion to approve the Circulation Policy Update regarding the transfer of fines of a Minor Account that is now an adult to the guarantor account. Jenny Adams 2nd the motion. The circulation policy update was unanimously approved by the board.

Approval of 2023 Calendar of Library Closures: The 2023 Calendar of Library Closures was presented and discussed. Amy Snow made a motion to approve the calendar. Dixie Swasey 2nd the motion. The 2023 Calendar of Library Closures was approved unanimously by the board.

Approval of 2023 Board Meeting Schedule: The library board reviewed the 2023 board meeting schedule. Dixie Swasey made a motion to approve the schedule. Deb Evans 2nd the motion. The 2023 board meeting schedule was unanimously approved by the board.

Updates on Roosevelt Library construction & opening: A sample of the tote bag which will be given away at the grand opening was shown to the board. The first 300 people at the grand opening can choose a bag or commemorative coin. There will be an option to purchase the other item. Outreach grant money from Verizon Wireless administered through the Utah State Library Division might pay for some of the grand opening items (possibly \$5000 will be made available). The board proposed possibly using some of the money for a presenter such as a storyteller or a balloon animal maker. Northeastern Counseling tentatively offered to donate door prizes. American Petroleum Institute Uintah Basin chapter donated \$1000. They also offered to help move and install shelves.

Construction updates. The carpet is being laid. The chandelier installation will be the week after Thanksgiving. The exterior is almost done. Landscaping is complete. The parking lot is painted. There will not be a fence installed along the side of the building due to the slope and proximity of the patio. The furniture is coming soon. Lifetime is allowing online orders now so the tables can be shipped instead of picked up in person. Daniel said he is hoping to start to move in mid-December. Roosevelt Branch staff is working on a moving

plan. The board once again stated that they would like to help with the move. The library director has contacted other local libraries about borrowing their book carts for the move.

A quote was requested for a sound system. The board was shown a mockup of the donor wall. There have been some donations and a few more are expected. The architect has viewed the project onsite. He noticed a few things that needed to be addressed. Roosevelt City has walked through the building. They were excited about what they saw. The company that was supposed to do the exterior sign has been difficult to work with. The library director has requested a quote from a different company. The sign will cost about \$45,000. January 17th is the new potential soft opening date. The library will be closed for 2-3 weeks during the move. Due dates will be extended.

Discussion of October statistics / Budget report / Consent agenda: There was a discussion about the October statistics, budget report, and consent agenda. New hot spots were purchased to replace those that were never returned. Hoopla had a record 295 circulations, Duchesne Branch had its highest patron count since February 2020 with 2,174 visits, and Roosevelt had its highest computer usage since March 2021 with 526 sessions. A \$50 board account with United for Libraries was paid for. This is the ALA division for trustees and friends. They offer some training. The library director intends to use it more in the coming year. The library director is going to purchase Library Market software to manage reservations for the community rooms. It will also provide a library events calendar that will be embedded in the library website.

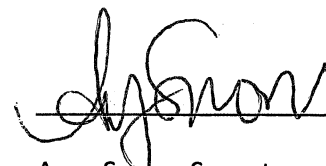
CLOSED SESSION: Annual Evaluation of Library Director: Jessica Shaw motioned to move the meeting into closed session for the annual evaluation of the library director with a 2nd by Deb Evans. The motion passed unanimously. The closed session began at 5:13 p.m.

There was a motion by Deb Evans to adjourn the closed session. It was seconded by Dixie Swasey. The motion passed unanimously. The closed session ended at 5:42 p.m.

Next meeting – Tues, Jan. 17, 2023, 4:30 PM @ Crossroads Sr. Ctr.

Meeting adjourned at 5:44 p.m.

Minutes were approved on 01/17/2023.



Amy Snow, Secretary