Duchesne County Library System

Regular Board Meeting

July 18, 2023, @ 4:30 PM: Roosevelt Branch

Conducting: Chair Jessica Shaw. The meeting began at 4:30 p.m.

Welcome / Roll call: Jenny Adams, Director Daniel Mauchley, Dixie Swasey, Chair Jessica Shaw, Secretary Amy Snow, Commissioner Irene Hansen, Kathryn Crapo, Vice Chair Deb Evans (on phone).

June 2023 minutes approval: Dixie Swasey made a motion to approve the June 2023 minutes as written. Jenny Adams seconded the motion. The minutes were approved unanimously.

Welcome to New Board Member: Kathryn Crapo of Roosevelt who will be serving for a two-year term until June 2025.

Board Training: Officer Duties Review & Link to Utah Open Public Meetings Act Training: The board reviewed the officer duties and board meetings sections of the Duchesne County Library System By-Laws. The board members were reminded to complete the Open Public Meetings Act training on the Utah State Auditor's website.

Annual Elections of Board Officers: Amy Snow nominated Jessica Shaw for Chair. It was seconded by Dixie Swasey. No other nominations were made. Jessica Shaw was voted for unanimously as Chair.

Jenny Adams nominated Deb Evans as Vice Chair with a second by Dixie Swasey. No other nominations were made. Deb Evans was voted for unanimously as Vice Chair.

Dixie Swasey nominated Amy Snow as secretary with a second by Deb Evans. No other nominations were made. Amy Snow was vote for unanimously as Secretary.

Review of Community Room Fee Schedules: After the county commissioners reviewed the policy, a few minor changes were recommended to align it with other county buildings' rate schedules. It is recommended that private events end by 9 p.m. Also, the Duchesne branch community room rental fee was recommended to be $15 an hour and the Roosevelt branch to $30 an hour. The daily rate cap would be eliminated as the costs in utilities and use remain the same regardless of the hours used. The separate rate fee for closed meetings of non-profit or community groups is proposed to be disbanded and such groups would pay the same rate as private social events up to 45 people. The smaller conference and meeting rooms will not be available for any commercial or closed meeting use, thus removing the need for any rent of those rooms. The commissioners are considering producing a waiver to be signed by those using the community rooms for private use.

2024 Budget Review: Director Mauchley has proposed raises for several of the library employees, many of whom are underpaid for their tenure and education that they have attained. The board reviewed the past budgets and the proposed 2024 budget. Kathryn Crapo made a motion with a second by Jenny Adams to recommend the 2024 budget to the county commissioners. The motion passed unanimously.

Review of Library Technology Plan: The board will review the plan in September.

Review of June Statistics/Budget/Consent Agenda: The board reviewed the statistics and budget. There is no consent agenda. Duchesne Branch's summer reading program opener and summer reading participation have a record number of participants this year. Roosevelt's summer reading program participation has not recovered from the pandemic drop of 2020. Director Mauchley will propose that in 2024 the Roosevelt branch provide a paper and digital version of the summer reading program as paper sign-ups seem to be highly benefiting the Duchesne Branch program.

Questions: Dixie Swasey contacted Swasey's gas station in Altamont. They are willing to host the library outreach program in their building if the library would like to change locations. It was proposed by the board that we survey the community about possibly switching locations.

Public comment: No public comment.

Next meeting – Tues, Sep. 19, 2023, 4:30 PM @ Duchesne Branch

THESE MINUTES ARE PENDING AND WILL BE APPROVED AT THE NEXT REGULAR MEETING.

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Amy Snow, Secretary