



**Wasatch County Library
Library Board Meeting Minutes
Friday, March 17, 2023**

Hybrid meeting: Electronic meeting held via Zoom, with in-person anchor location in the Board Room, Wasatch County Library.

In attendance in person: Amber Koecher, Board Chair (Presiding the meeting); Mitzi Nelson, Board Chair-elect; Cristina Spicer, Board Member; Angela Edwards, Assistant Library Director; Juan Lee, Library Director; Dustin Grabau, County Manager; Heber Lefgren, County Deputy Manager; Natalie Foster, County Manager's Office.

In attendance virtually: N/A

Excused: N/A

1. Call to Order & Welcome: 1:32 PM – Amber Koecher, Board Chair

2. Public Comment: No public comments were submitted.

3. Approval of Minutes: Meeting date February 17, 2023.

Motion to accept the February 17, 2023, Library Board Meeting minutes made by Mitzi. Second by Cristina. Motion passed.

4. Consent Agenda Items

A. Library Director's Report.

- Juan presented the Director's Report of Activities for February 2023. Two corrections were made: (1) Dana Brosnahan conducted the Book Club meetings on 02/16/2023; (2) Vicki Burtcher conducted all home deliveries in February.

B. Report of Year-to-date Expenditures.

- Updated report of expenditures for February 2023 is not available yet. Juan will send as soon as it is completed.

5. Business

A. **INTRODUCTION:** Dustin Grabau, County Manager; Heber Lefgren, Assistant County Manager; and Natalie Foster, County Manager's Office.

- Discussion of support provided by the Manager's Office.
- Discussion of Countywide wage study.
- Discussion of preparation for the library's Truth-in-taxation public hearing this fall and planning for the 2024 budget.

B. **DISCUSSION:** Completion of the Certified Public Manager (CPM) certification and Capstone Project by Angela Edwards.

- Discussion about the value of the CPM program and knowledge and skills gained.
- Discussion of the final project recommending to create a MakerSpace in the Computer Lab. The capstone project included the proposal for a Library Services and Technology Act (LSTA) grant to the Utah State Library Division in the Summer/Fall 2023.

C. DISCUSSION: Internet and Online Access Policy (IOAP) triennial review.

- On 08/24/2022 The Library received the official letter from the Utah State Library Division certifying compliance with this policy review requirement. The next required review is due by 07/01/2025.
- Juan recommended reviewing the IOAP in early 2025.
- Heber Lefgren recommended showing the current IOAP to Don Wood for consideration as the County formulates the countywide policy on “acceptable use of IT related devices and systems.”

D. DISCUSSION: Library Board Bylaws update.

- Juan recommended including the Wasatch County code 2.01.05 to make it clear that the library is an administrative department of Wasatch County.
- Juan recommended including the Wasatch County code 2.02.07 to establish guidelines for (A) Establishment & Membership; (B) Powers & Duties; (C) Term of Office; (D) Removal & Vacancies. (E) Library Board Procedures for determining (1) Quorum, and for (2) Rules, Regulations and Bylaws.
- Discussion about what constitutes “neglect of duty.” The Board will consider adding an Article to the Bylaws to make it clearer what “neglect of duty” is.
- Discussion about adding 2 more Board members. Opportunity to reach out to specific organizations or community agencies to have a “seat” on the Library Board. Opportunity to engage youth leaders on Board activities.

E. TABLED DISCUSSION FOR NEXT MEETING: Library Facilities, Community Needs, and Wasatch County’s CIP (Capital Improvement Project).

F. DISCUSSION: Review Board applications.

- See MOTION below to go into a closed session. **UPDATE:** Board applicants will be invited for an in person interview on March 31, 2023.

G. DISCUSSION: Library Board professional development opportunities for 2023.

- Utah Library Association conference: May 17-19, 2023, in Layton.
 - Amber & Cristina may be able to attend one day, probably May 18th. Juan will follow up with Cristina by March 24th.
 - Mitzi will attend the American Library Association conference in Chicago, June 22-27, 2023.

H. TABLED UPDATE FOR NEXT MEETING: Smithsonian traveling exhibition Crossroads: Change in Rural America, 11/04/2023 – 01/14/2024.

6. Call for Agenda Items for Next Meeting:

- DISCUSSION: Library Board Bylaws update.
- DISCUSSION: Proposed update to the Borrower Policy.
- DISCUSSION: Proposed update to the Circulation Policy.
- UPDATE: XR Exhibition.
- DISCUSSION: Library Facilities, Community Needs, and Wasatch County’s CIP (Capital Improvement Project).

Motion to adjourn the public meeting at 2:52 PM and move into a closed session for the purposes of discussing applications for the Library Board. Motion made by Mitzi. Second by Cristina. Motion passed.

Next meeting: Friday, April 21, 2023.

ITEMS FOR FOLLOW UP BY LIBRARY DIRECTOR

- Juan will call Don Wood. Share the library's IOAP for consideration as the County formulates the countywide policy on "acceptable use of IT related devices and systems."
- Juan will add an article to the bylaws with draft language for "neglect of duty."
- Juan will follow up with Cristina by Friday, March 24th to confirm that she can attend ULA on May 18th.
- Juan will register Amber and Cristina for one day at ULA.
- Juan will transfer ALA membership from Danny to Mitzi.
- Juan will register Mitzi for ALA.
- Juan will contact Board applicants for interviews Friday, March 31st after 12:00 PM

APPROVED