

TREMONTON CITY LIBRARY
BOARD MEETING
October 16, 2013

Members Present:

Kim Griffiths, Library Director
Daniel Francom, Chairperson
Kay Weaver, Vice Chairperson
Linda James, Board Secretary
Becca Ashby, Board Member
Holli Christensen, Board Member
Nicole Hale, Board Member
Jean Humphreys, Board Member
Rebecca Jeppesen, Librarian-Secretary

Members Excused:

Annette MacFarlane, Board Member

Members Absent:

Diana Doutre, City Council Representative

The meeting was called to order by Chairperson Daniel Francom at 7:07 p.m. The meeting was held in the Tremonton City Library Meeting Room at 210 North, Tremont Street, Tremonton, Utah. Those in attendance were Library Director Kim Griffiths, Chairperson Daniel Francom, Vice Chairperson Kay Weaver, Board Secretary Linda James, Board Members Becca Ashby, Holli Christensen, Nicole Hale, Jean Humphreys, and Librarian-Secretary Rebecca Jeppesen.

1. Welcome

- a. Chairperson Daniel Francom opened the meeting and welcomed everyone.

2. Approval of Agenda

- a. The agenda needed to be amended to show the correct date for the previous board meeting minutes. The correct date was July 17, 2013. **Kay Weaver motioned to approve the Agenda as amended.** Linda James seconded the motion. Vote: Chairperson Francom – aye, Vice Chairperson Weaver – aye, Board Secretary James - aye, Board Member Ashby – aye, Board Member Christensen – aye, Board Member Hale – aye, Board Member Humphreys – aye. The motion carried.

3. Approval of Minutes from July 17, 2013

- a. **Kay Weaver motioned to approve the Minutes of July 17, 2013.** Becca Ashby seconded the motion. Vote: Chairperson Francom – aye, Vice Chairperson Weaver – aye, Board Secretary James - aye, Board Member Ashby – aye, Board Member Christensen – aye, Board Member Hale – aye, Board Member Humphreys – aye. The motion carried.

4. New Business

a. Informed of New Staff Members

Gina Kinikin has been hired as an assistant librarian, and Melodie Ashby has been hired as a substitute librarian.

b. Realign Technology Goal Categories

Previous technology goal categories have been merged into five areas. They are 1) Children and Teen Services, 2) Adult and Senior Services, 3) Marketing and Community Awareness, 4) Outreach to Community and Schools, and 5) Technology. The Spanish Community will be included within each area. For example, the goal to purchase the Spanish Mango language tutorial for children would be listed under Children and Teen Services. In January 2014, each board member will be assigned a category. Throughout the year, they will identify goals for the next three years. These goals will be discussed during the April and July board meetings and will be approved in October 2014.

5. Unfinished Business

a. Discuss Items to Be Included in Circulation Policy

Director Griffiths distributed a tentative Circulation Policy. Board members will review it and discuss suggestions and changes at the January Library Board Meeting. The final vote will be scheduled for April.

6. Board Reports

a. Library Director's Report on Recent Library Activities

Unfortunately, overcast skies prevented patrons from seeing the moon during the International Observe the Moon Activity. The library is hoping to have Mr. Dansie, who provided four powerful telescopes, to return in May, to help kickoff the science theme for next year's summer reading program. Thirty-five individuals participated in a game called "Are you smarter than a teenager?" and made glow jars. Alco donated moon pies and Kents donated water for the patrons to enjoy.

b. Friends of the Library Meetings

Friends of the Library secretary Melanie Capener was excused from the meeting. However, she sent Holiday Poinsettia Fund Raiser fliers for the Library Board. The poinsettias will be ready for pickup on November 30, 2013. Chairperson Francom suggested that asking scouts to deliver the poinsettias might increase sales.

c. Business Topics for the next Board Meeting

- Assign a Technology Goal Category to each board member
- Discuss Circulation Policy and make recommendations

7. Calendar Items

- a. Next Library Board Meeting will be held January 15, 2014.
- b. Board Member Visits to Friends of the Library Meetings:
October: Kay Weaver November: Becca Ashby
December: Holli Christensen January: Linda James
Friends of the Library Meetings are held on the 2nd Thursday of each month in the Library Meeting Room and on the 4th Thursday of each month at the Grover Law Offices. Both meetings are held at 9:00 A.M
- c. Copies of October 2013 – January 2014 Activity Calendars
 - Lisa Mangum author visit on November 2, 2013 at 1:00-3:00 p.m.
 - Adult Recipe Exchange and Craft on November 2, 2013 at 3:30 p.m.
 - Adult computer class on Microsoft Word on November 13, 2013
 - Josi Kilpack and Heather Frost author visits on November 14, 2013 from 5:00 – 7:00 p.m. at Garland Library
 - Thanksgiving Children’s Craft on November 15, 2013 from 10:00 a.m. - 7:00 p.m.
 - International Game Day on November 16, 2013: family board games from 9:00 a.m. -3:00 p.m.

8. Adjournment

Jean Humpherys made a motion to adjourn meeting. Becca Ashby seconded the motion. Vote: Chairperson Francom – aye, Vice Chairperson Weaver – aye, Board Secretary James - aye, Board Member Ashby – aye, Board Member Christensen – aye, Board Member Hale – aye, Board Member Humphreys – aye. The motion carried.

The meeting adjourned at 7:49 p.m.

The undersigned duly acting and appointed Library Director and Library Board Chairperson for the Tremonton Library Board hereby certifies that the foregoing is a true and correct copy of the minutes for the Library Board Meeting held on the above referenced date. Minutes were prepared by Rebecca Jeppesen.

Kim Griffiths
Library Director

Daniel Francom
Chairperson