

Grantsville City Library Board of Trustees

Meeting Minutes

Thursday, August 3, 2023, 4:15 p.m.

Approved September 7, 2023

Trustees in Attendance:

Tara Bell
Janet Craven, Chair
Sharon Kuttler, Secretary
Arlene Mair

Additional Attendees:

John Ingersoll, Director
Jolene Jenkins, City Council Liaison

Absent:

Elisabeth Allen (Liz), Vice-Chair
Stacy Given

1. Call to Order and Attendance:

The meeting was called to order by Janet Craven at 4:16 p.m. Attendance was recorded as indicated above.

2. Arlene Mair moved to approve the minutes of the July 6, 2023 meeting as written.

Tara Bell seconded the motion. The motion passed unanimously.

3. Community Advocacy:

- a. Back to School BBQ! at Cherry St. Park - August 14, 6-8 pm - Jolene invited the Library to have a table at this event. Jolene expects to have over fifteen tables there with information and resources for families. John plans to ask for haircut vouchers to distribute and he will bring the VR headset, books to give away, and a brochure about the library. There will be free hot dogs and a bounce house. The Tooele School District will host a back-to-school event for the district on August 9, 6-8 pm. They will offer free backpacks, school supplies, and hygiene kits for students.
- b. Honey Harvest Festival Friday, October 13th - Saturday, October 14th - the library will participate again this year. John will send out a sign-up sheet to the board.

4. Director's Report:

- a. The State Library 2023 benchmarks report was discussed. Grantsville City Library met 10 of the 12 benchmarks. The benchmark for Percentage of Collections Budget was not met and no data was recorded for Wifi users. John is going to apply for quality certification next year, which will include additional benchmarks, and renewal will be every three years instead of annually.
- b. John is in the process of hiring a full-timer.
- c. A library window was broken and repaired.

5. Unfinished Business:

- a. Spanish & French Language Book Collections - the library now has three dedicated spaces for teens, adults, and children's French and Spanish language books.
- b. Review of 2.12 Public Relations Policy, and 2.13 Patron Behavior and Library Use Policy - A number of changes were discussed and additional prohibited behaviors were added to 2.13. Tara Bell moved to approve Policies 2.12 and 2.13 as changed. The motion was seconded by Arlene Mair and passed unanimously.

6. New Business:

- a. Recertification and Benchmarks Overview - covered during the Director's Report.
- b. Tana Dixon - new applicant for Library Board Trustee. John will seek approval from the City Council to add her as a Trustee.
- c. Legislative Overview - the city attorney has a conflict on the first Thursday of the month and cannot attend a Library Board meeting. John wants him to speak with us about the new policy on library staff background checks that must be written in response to HB 284. John will check with the attorney about moving our Board meeting to the second Thursday in September if he would be able to attend. *(Note: the city attorney cannot attend on the second Thursday in September. The September meeting will be held on the first Thursday in September, as scheduled).*
- d. Student Liaison - Jolene will ask her youth council if anyone is interested in serving as the Library's student liaison. Arlene will talk with Jolene Peterson, who is the Sterling Scholar advisor at the High School.

7. Public & Trustee Comments - Sharon will be emailing links to all trustees to fill out a Google Form for the annual Director's Evaluation. Please complete it by September 1 so that we can discuss the evaluation results with John at the September meeting.

8. The meeting was adjourned at 5:31 p.m. on a motion by Arlene Mair, seconded by Tara Bell.

9. Our next meeting is scheduled for 4:15 pm on Thursday, September 7, 2023 at the Grantsville City Library, 42 North Bowery Street, Grantsville, Utah. It will also be available through Zoom.

Documents Distributed:

- a. Agenda for the August 3, 2023 Library Board Meeting
- b. Director's Report dated Aug 1, 2023
- c. Draft Minutes of the July 6, 2023 meeting
- d. Benchmarks 2023: Key performance measures of Public Library services in Utah
- e. Draft of updated Policies 2.12 and 2.13