DAVIS COUNTY LIBRARY

DAVIS COUNTY LIBRARY BOARD AGENDA

Davis County Library Board Meeting
Headquarters, Staff Conference Room
133 S Main Street, Farmington, Utah

June 8th, 2023
1:00 p.m.

Welcome

1. Public Comments - 3 minute maximum

Training Items

2. Personal Liability Training - Neal Geddes, County Attorney's Office

Action Items

3. Minutes - May 11th, 2023
4. Ratification of Bills - April 2023
5. Contract Ratification
    a. Arts Midwest for National Endowment of the Arts Big Read - $5,000.00 (receivable)
    b. K Mitchell Appraisal Co - $4,600.00 (payable)
6. Proposed Library Closure - July 3rd to match Davis County
7. Proposed Policy Updates
    a. 110 Residency - includes reciprocal borrowing agreements
    b. 120 Ciruculation - prohibits checkout of equipment collections by non-residents
    c. 210 Volunteers - adds court-ordered section to match Davis County policies & practice
    d. 220 Compliance with County Policies - updated format only, no content changes
    e. 230 Donation & Disposal of Public Property - combines & simplifies 230 Donations, 240 Book Sale Procedures & 250 Donations and Display of Art Works

Information & Discussion Items

8. Overview - Updated Library Volunteer Management

Adjournment

Notes:

Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Josh Johnson, Davis County Library Director, at 801-451-3050 prior to the meeting. Agenda items may not be discussed in the above order.

Pursuant to UCA 52-4-207, electronic and telephone participation is available to this body's members and invited guests; the general public is invited to attend at the anchor location indicated at the top of the agenda.

DAVIS COUNTY LIBRARY

Davis County Library Board Meeting
Headquarters, Staff Conference Room
133 S Main St, Farmington, UT 84025
June 8th, 2023
Called to Order by Mary Lynne Morgan at 1:06 p.m.
Adjourned 1:47 p.m.

Present:
Jil Craythorne
Lorene Kamalu, Commissioner
Connie May
Mary Lynne Morgan, Chair
Scott Jones,Vice Chair, excused
Jennifer Somers, excused
Josh Johnson, Director
Jenny Tankersley

Guests:
Lynnette Mills, Deputy Director
Matt Goff, Deputy Director
Ellen Peterson, Deputy Director

Welcome
Mary Lynne Morgan welcomed those present and called the meeting to order at 1:06 p.m.

Public Comments
There were no public comments.

Personal Liability Training
The Personal Liability Training was tabled for a future meeting.

Minutes (Action)
The minutes for May 11th, 2023 were presented for review.
Connie May moved to approve the minutes of the Library Board meeting held January 12th, 2023. Jil Craythorne seconded the motion. The motion was unanimously carried.

Ratification of Bills - April 2023 (Action)
The April 2023 expenditures were presented to the Board. Josh reminded the Board that the Library is working off the Revised Budget and previous discrepancies have been corrected. Revenues show as negatives until taxes are collected.
Jil Craythorne moved to ratify the bills for April 2023. Connie May seconded the motion. The motion was unanimously carried

Ratification of Contracts (Action)

a. Arts Midwest for National Endowment of the Arts Big Read - $5,000.00 (receivable)
   Josh told the Board that the Library has received a grant to participate in the National Endowment for the Arts Big Read. The Library will spend $5,000.00 and receive a grant for another $5,000.00 to be spent on programming and related activities for a specific book.
b. K Mitchell Appraisal Co $4,600.00 (payable)
   Josh told the Board that the appraisal of the Bountiful Branch should be finished by the first week in July.

Connie May moved to ratify the contracts. Jil Craythorne seconded the motion. The motion was unanimously carried.

Proposed Library Closure - July 3rd to match Davis County (Action)
Josh explained to the Board that the Commission had approved a County-wide closure for July 3rd. The Summer Reading programs that would be affected were mostly with other County Departments, who will now be closed. There was one vendor that was not another County Department, that is

providing their program free of charge and on other dates. There were no reservations outside of Summer Reading in the Meeting Rooms.
Jil Craythorne moved to approve the closure on July 3rd, 2023. Connie May seconded the motion. The motion was unanimously carried.

Proposed Policy Changes (Action)
Josh presented the proposed Policy Changes to the Board.

a. 110 Residency - now includes reciprocal borrowing agreements
b. 120 Circulation - prohibits checkout of equipment collections by non-residents
c. 210 Volunteers - adds court-ordered section to match Davis County policies & practice
d. 220 Compliance with County Policies - updated format only, no content changes
e. 230 Donation & Disposal of Public Property - combines & simplifies policies 230 Donations, 240 Book Sale Procedures & 250 Donations and Display of Art Works

Commissioner Kamalu brought up sponsorships and donations and that the County is revisiting their policy for this. Commissioner Kamalu mentioned that she would like to move in this direction for future buildings. Lynnette Mills mentioned that many things were improved in the Kaysville Library due to generous donations.

There were no questions on the policy changes. Mary Lynne Morgan asked about getting new policy books. Josh mentioned making the policies available online digitally once they are all updated. The Board liked that idea.
Jil Craythorne moved to approve the proposed policy changes. Mary Lynn Morgan seconded the motion. The motion was unanimously carried.

Overview - Updated LIbrary Volunteer Management (Information)
Josh gave an overview of the Library's new volunteer process. He shared with the Board the volunteer page on the Library website, the forms volunteers fill out, and how the process works. Josh also shared that the volunteers now clock-in using the service kiosk located at each branch.
The Library accepts three types of volunteers: General, Court Ordered, and Specialty (storytime and events).
Mary Lynne Morgan asked about LDS Missionaries being able to volunteer at Libraries. Josh said there is not a pooled position, but the Library could look into that.

Adjournment
Connie May moved to adjourn. Jil Craythorne seconded the motion. The Board adjourned at 1:47 p.m.

Next Meeting: August 10th, 2023 - 1:00 p.m

Minutes Prepared by: Jenny Tankersley

220 COMPLIANCE WITH COUNTY POLICIES 220

Confirms Davis County Library's compliance with Davis County policy and procedures and details the process for considering variations based on specific circumstances.

1. The Davis County Library complies with the established financial, personnel and administrative policies and procedures of Davis County.
2. Variations in policies necessitated by the particular circumstances of the Library will be approved by both the Library Board of Directors and the Davis County Commission.
3. Variations in procedures necessitated by the particular circumstances of the Library will be negotiated between the Library Director and the appropriate County departments.

Approved by Davis County Library Board February 25, 1992

230 DONATION AND DISPOSAL OF PUBLIC PROPERTY

Outlines Davis County Library process for donation and disposal of library materials and works of art, including booksales.

1. The Davis County Library accepts donations and disposes of public property in accordance with relevant Davis County ordinances, policies and procedures.
2. Upon acceptance of any donation, it is understood that the donor relinquishes ownership and control and the donated artwork becomes the property of the Davis County Library.
    a. the Library has no obligation to repair, replace, or compensate the donor in any way in the event of damage or destruction of the donation.
    b. The Board of Directors may use or dispose of the gift as it deems appropriate, subject only to such terms as are expressly agreed to in a donation agreement, created as indicated Library and County policy and practice.
    c. Tax receipts shall be provided to the donor upon request. However, it shall be the responsibility of the donor to keep records necessary and to pay for and additional requirements to document donation values for the Internal Revenue Service.
3. Any donation with a value of $50.00 or more must be taken to the County Commission as per the County's donation policies and Utah State Code 67-16-5.
4. The Library does not sell its materials or property currently in use to individuals or organizations; payment for "lost" materials is considered payment of a library fee (see #120 Circulation).

Donations of Artwork and Materials

5. The Davis County Library does not actively solicit, or routinely accept, donations of artwork for permanent display in the Library. Such donations are accepted only when warranted by
    a. a clear and specific need of the Library.
    b. circumstances related to a given work which make it of particular long-term interest or value to the Library.

c. All donations of art work must be accepted by both the Library Board of Directors and the County Commission.

    i. The Board of Directors reserves the right to appoint an independent advisory committee of qualified individuals to evaluate, and make recommendations regarding potential donations in terms of:

        1. the appropriateness and security of display space in the Library;

        2. the appropriateness of the work for the available space;

        3. the costs of installation; and,

        4. the artistic merit and long-term value of the work to the Library.

d. Donations of artwork are managed by the Library Director, who brings them to the Board's attention based on the above criteria.

e. Once the artwork is approved by the Library Board, the Director will work with the Davis County Civil Attorney's Office and the donor to create an appropriate agreement, then approved by the Davis County Commission, based on Library and County policies and practices.

f. Donated artwork and other items for display are subject to the Library's Display Policy (see #260 Bulletin Boards and Public Displays)

6. The Library accepts gifts and donations of books and other types of materials which support its collections from the public.

    a. Not all donations of materials will be added to the Library's collections.

    b. Items may be added to collections if they meet the selection standards of the Library (as established in the Collection Development Policy of the Davis County Library).

    c. Donations of equipment will be handled on a case by case basis, in accordance with Davis County policy and practice.

    d. The library does not generally accept public donations of craft materials, stuffed animals, toys or magazines. Exceptions may be made by the Library Director or a Deputy Director as appropriate, based on this policy.

Disposal of Public Property

7. The Library may dispose of art according to applicable Library and County policies, and state law, except as indicated in the donation contracts discussed in this policy.

8. The Library may, at the determination of the Director, dispose of discarded materials by; placing them in a Library-sponsored sale or donating them to other government agencies and non-profit organizations.

    a. Materials are withdrawn from the Davis County Library collection based on the Library's Collection Development policy.

    b. Upon withdrawal, all markings indicating ownership by the Davis County Library are defaced or removed, and items are marked to indicate they are discarded.

c. Due to condition, some items will be immediately discarded rather than placed in the book sale.

d. Withdrawal of items in equipment collections will be handled on a case by case basis, in accordance with Davis County policy and practice.

9. The Library may dispose of discarded issues of magazines by making them available to the public on an equitable basis and in accordance with written procedures.

    a. When the Library exercises this option, the magazines will be made available for a specified period of time before final disposal.

    b. The titles and dates of magazines being discarded at a branch will be posted at that branch at least two weeks before the first day of availability for the public.

Library Book Sales

10. Book sales are usually held on Library property, but may be held elsewhere as approved by the Library Director or a Deputy Director.

11. Book sales are advertised to the public in the branch libraries and on social media; larger book sales may also be advertised in local and regional newspapers.

12. The public is admitted book sales at a specified time, with sales on a "first come, first served" basis.

13. Book sales are staffed by Library employees, except as approved by the Library Director.

14. Materials may be priced and sold at the book sale in a variety of methods which may vary by type of material and throughout the duration of the sale. These may include:

    a. A list of standard book sale prices, initially approved by the Board; thereafter, the Director may make adjustments to pricing/quantities as warranted.

    b. Pricing guidelines may include:

        i. type of item e.g., paperback, hardback, video discs, etc.

        ii. quantity pricing will include pre-determined specifications, e.g., a bundle of a maximum of 5 "like" items, or a mid-size box, with dimensions no larger than 24" by 24".

        iii. item sets priced individually.

15. Book sale proceeds are considered "sundry revenue" and their use complies with applicable state county laws, policies and procedures.

    a. Receipts from the book sale are deposited in the Library's "Sundry Revenue" budget line.

    b. Sales tax is paid on all book sale revenue in accordance with Utah State law.

16. Methods of disposal for unsold book sale materials will be in accordance with Davis County policies and procedures, and may include but are not limited to:

a. donation to government or nonprofit organizations willing to remove the materials from the Library with the intent to use them as part of their services or to sell them through retail operations.

b. local landfills and waste reclamation centers.

Approved by Davis County Library Board October 17, 1991; revised September 19, 1995; revised May 29, 1997; revised January 15, 2002; revised August 20, 2002; revised September 17, 2002; revised April 16, 2013; revised August 19, 2014; revised May 16, 2017; revised August 25, 2021; June 8, 2023

210 VOLUNTEERS

Confirms Davis County Library's compliance with Davis County volunteer policies and procedures and establishes the purpose, processes, programs, and qualifications for Library volunteers.

General

1. It is the policy of the Davis County Library to recruit, utilize, and track volunteers in accordance with applicable Davis County Policies and Procedures, as deemed necessary and advantageous to the operation of the Library.

2. Approval of volunteer service is based on the potential public benefit, its potential to expand the Library's public service opportunities and fulfill its mission, rather than the private benefit to any individual volunteer or group.

3. All volunteers, tasks, projects and programs in which they are to participate, will be approved by the Director.

    a. The Director is responsible for administering procedures for the recruitment, selection, training and utilization of volunteers and for maintaining appropriate records on all volunteers and all projects and programs in which they participate.

    b. As appropriate to the program or project in which the volunteer will participate, the Director may require more stringent selection procedures be followed, which may include formal interviews and reference and background checks.

4. When appropriate, the Director will seek the approval of the Board of Directors regarding plans and procedures for use of volunteers in major projects and programs.

5. To volunteer for the Library, individuals must meet the minimum qualifications, meet with a staff member, read, complete, and sign the following documents:

    a. The Davis County Volunteer application form; volunteers under the age of 18 must have the application signed by a parent or legal guardian.

    b. Davis County Code of Conduct - Volunteers

6. The following documents are integrated into the Library's volunteer program. They are reviewed and updated as necessary, and administered uniformly across all library locations.

    a. Davis County Volunteer Application

    b. Davis County Volunteer Code of Conduct

c. Davis County Library Volunteer Handbook

   i. Volunteer Guidelines

   ii. Volunteer Job Descriptions/Essential Functions Minimum Qualifications

7. All Davis County Library volunteers must be able to perform assigned duties accurately with minimal supervision and training from staff.

   a. Abilities, knowledge and skills must be consistent with tasks available to be performed; staff may require an individual to demonstrate abilities, knowledge or skills before assigning to him or her a specific available task.

   b. Those unable to meet this requirement may be accepted as a volunteer if he or she is accompanied while volunteering by a parent or job coach

8. Volunteers are held to performance standards and dress guidelines.

9. Volunteer work is overseen by a staff member to assure that their time is productive and that their work is consistent with Library guidelines and expectations.

10. Individuals must be 14 years or older to volunteer for the Library.

    a. Volunteers under the age of 16 are limited to the number of hours they may volunteer as per these guidelines:

       i. Up to 3 hours per day on school days for a maximum of 18 hours a school week.

       ii. No more than 8 hours a day on non-school days; and, no more than 40 hours a week in non-school weeks.

       iii. Volunteers under the age of 16, volunteering as part of a group project, must be supervised by a qualified and responsible non-staff adult.

Library Volunteer Program

11. Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, or any other legally protected characteristic. Volunteers at the library are used in two primary capacities:

    a. General Volunteers - these volunteers perform a miscellany of minor tasks that require minimal training and supervision.

    b. Special Projects - these volunteers do more specific tasks that require additional training. These include but are not limited to; working at events and programs, performing storytime or leading a discussion group.

    c. Court Ordered - These volunteers perform tasks similar to those of general volunteers. These volunteers fulfill the required number of hours ordered by the Court.

12. Volunteers come to the library through a variety of sources and the library gains greatly from the services provided by these individuals. The approved sources of volunteers are:

a. Citizens who wish to provide service to the library and better the community in which they live.

b. Students who need volunteer hours to help with grades or citizenship.

c. High school students who wish to enhance their college entry or financial aid applications.

d. Those involved in a work-training program, offered through school or social services, who may perform their work under the direction of a job coach.

e. Seniors looking for a way to stay involved in their community and share their skills or talents.

~~The following are not approved as sources of volunteers.¶~~

~~f. in accordance with Davis County Policy, the library does not allow volunteers who have been ordered by a court to complete community service hours as part of their sentence, probation or obligation to the Court.~~

13. The Library accepts Court Ordered Volunteers based on Davis County's volunteer policy and practices. However, the Library does not accept court ordered volunteers with felony convictions or individuals charged with the following:

    a. Domestic violence.

    b. Animal cruelty.

    c. Theft or fraud.

    d. Any type of violent crime, including but not limited to physical or sexual assault, other violent sex offenses, and any crimes against children.

    e. Any protective order found in a background check.

14. The Library retains the option to accept volunteers based on the availability of tasks at library locations. This may include, but is not limited to: the quantity, length of time requested, or hours of service needed by the volunteer. If limited tasks are available, the library may choose to accommodate only a portion of needed service hours.

Davis County Library Volunteer Procedures

15. Volunteers for the Davis County Library will be managed in accordance with procedures established by Davis County and the Library Director, and will include the following processes for:

    a. Distributing and approving volunteer job descriptions, application, and approval.

    b. Onboarding volunteers including required reading and signatures, with particular consideration given to

        i. County and/or Library volunteer requirements and code(s) of conduct.

        ii. County and Library volunteer guidelines.

    c. Conforming to the dress standards established for Library staff.

d. Addressing volunteer performance and removing a volunteer from service.

16. Before submitting paperwork all volunteer applicants will read and agree to adhere to all volunteer guidelines. Volunteer applicants will be notified if and when the application is approved.

Approved by the Davis County Library Board February 25, 1992; revised May 29, 1997; revised September 17, 2002; revised July 27, 2004; revised January 19, 2010; revised February 16, 2010; revised May 12, 2022; revised June 8, 2023