Duchesne County Library System

Regular Board Meeting

Sep. 19, 2023 @ 4:30 PM: Duchesne Branch

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

Welcome / Roll call: Director Daniel Mauchley, Jenny Adams, Secretary Amy Snow, Chair Jessica Shaw, Vice Chair Deb Evans (remote).

July 2023 minutes approval: Jenny Adams made a motion to approve the minutes as written. There was 2nd by Deb Evans. The minutes were approved unanimously.

Resignation of Dixie Swasey from the Board: Board member Dixie Swasey has resigned due to personal matters. Three candidates to fill the open position have been identified. They will be interviewed by the Commission next week.

Duchesne County Library receives a Quality Library Award from the Utah State Library Division: This is the 2nd year in a row that Duchesne County Library has received this recognition; also, the third year out of five (one year was during COVID when a different award was offered). USLD said that we will not need to recertify next year as a result of the recognition. The Quality Library Award is bestowed on libraries serving less than 50,000 that go up and beyond annual certification requirements, representing a great deal of work of from the library staff. Qualifications include outreach efforts, processing patron requests, the inter-library loan system, and partnerships. The board asked that the staff be told that the board appreciates everyone's hard work.

Approval of Community Room Fee Schedules: The board reviewed the fee schedule. Changes are that events will need to finish by 9 p.m. and can start in the mornings at 7 a.m. The mid-range non-fee schedule for non-profit hosted closed meetings has been removed and combined with other fee tiers. If the event is not free and open to the public there will be rent involved. Any event sponsored by an individual or entity that is not a resident of Duchesne County will also incur rent regardless of the event type. The attendance limit is still 45 attendees. The hourly price is being raised by about 50%. The price is $15 an hour in Duchesne and $30 an hour in Roosevelt for half the room. These changes make the policies more aligned with the Centennial Event Center. There is a change to the study and conference rooms. It is not available for for-profit educational events, closed or private events, social events, or commercial and promotional use. Because of the change there is no charge for room reservations since the rooms don't allow for such use. Amy Snow made a motion to approve the proposed fee schedule. Jenny Adams 2nd the motion. The fee schedule was approved unanimously.

Summer Reading Program Debrief: The board reviewed the statistics for the summer reading program. Some of the highlights include that Duchesne Branch sign-ups increased by 28% this year. This is a record number of sign-ups; being a total of 333. Roosevelt had 455 sign-ups. Roosevelt increased by 8% in their signups over last year. Overall, we trended up in sign-ups from the previous year. The board discussed

the possibility of adding a paper tracking option in Roosevelt for next year to help increase numbers. The board proposed finding volunteers to help log numbers to free up staff time.

Review of Library Technology Plan. The board reviewed the technology plan and upcoming goals. The Utah State Library Division reviewed it and was impressed with the level of detail. The plan allows us to track all our technology and will be an appendix of the new strategic plan. The board proposed sending out a mailer to patrons highlighting different services offered at the library in the summer.

The Duchesne Branch's remodel will begin on November 1. There is some asbestos that will need to be mitigated. The library will have to close for 2-3 months at some point during the remodel. The employees will continue to be employed by working in the Roosevelt Branch or in other county offices. The director is not sure yet if what type of library services can be offered during the closure.

Strategic Planning Process: We hope to have it approved by the beginning of 2024. There will be a survey going out asking patrons about what we are missing at the library, asking for people who are willing to be part of a focus group, and suggesting possible new service ideas for people to consider. The board and staff are currently proposing new ideas to be added to the survey for consideration in the strategic plan. The survey will be sent out to the public in the 2nd week of October. There will be a survey review/strategic planning meeting with the board and staff tentatively planned for November 17.

Review of July/August Statistics: The board reviewed the statistics of July and August. The social media pages are increasing in followers. Hoopla had its biggest month ever with 454 checkouts in August. Hoopla is a great option for book clubs because everyone can check out the same book at the same time. We spend $50,000 a year on digital collections. Duchesne Branch had its best month for checking out physical items post-pandemic. The Fruitland outreach is going very well. The first day of Fruitland outreach had 30 visitors.

There is a discussion amongst staff to increase the number of items that a patron can check out at one time from 15 to 24 items. The circulation policy may come up for review soon to address this possible change.

The Roosevelt Branch roof subcontractor came back and made repairs following significant leaking due to incomplete installation of the metal panels. When they came back to make repairs, they had to purchase a tool to properly crimp down the panels. The repairs have helped but they are still not finished with the work. There are still leaks over the circulation desk. Three of the community room partition wall sweeps are broken. Parts are being ordered to fix the sweeps in the community room. The fire sprinkler system had multiple failures recently. The failures are currently being addressed with the prime contractor. One of the HVAC units in the main library is not cooling. The director has called the company multiple times with no response. BHI will follow up. The shades have been installed.

There was no public comment.

Next meeting – Tues, Oct. 17, 2023, 4:30 PM @ Roosevelt Branch

The meeting adjourned at 5:26 p.m.

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

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Amy Snow, Secretary