

Ephraim Public Library Board

Agenda for Board Meeting held at the Ephraim Public Library
30 South Main, Ephraim, Utah
Tuesday, May 23rd at 5:30 pm

1. Call to order, Roll Call, Review/Vote to approve minutes from last meeting
 - Present: Rachel Keller, Audrey Thompson, Mathilda Barreiro, Amy Moe, Marcea Nielsen, Jennifer Harward, and Dana Bagnall.
 - Minutes April 18th corrections: 1) need to include attendance and 2) change Dana's apartments from "Snow College apartments" to "privately owned." Dana motioned to approve the minutes with stated corrections and Amy seconded.
2. Public Input (if any): Positive feedback from the community about the "Teddy Bear Picnic" and the good communication from the library regarding events (especially via social media).
3. Strategic plan items:
 - Create teams to review data once it comes in after May 31st (Library will not accept responses after May 31st). Teams will be created at a future meeting.
 - Survey updates from Jenn: 102 respondents thus far. Jenn discussed results thus far, 55% use the library at least 1-2 times a month. Books seem to be the most desired materials. Respondents seem to be pleased/satisfied with library services and staff. Requests for change include a changing table, increase inter-library loan, have more space, notify patrons when requests are acquired, and have a new website. Jenn indicated that future programming might be scheduled at the Senior Center to accommodate more people. She distributed a desired programming list based on survey results so far, with art classes, book clubs, and educational classes at the top. Board has agreed to meet to go over the four areas of focus for the strategic plan and review the survey data. Board will meet Thursday, June 1st at 5:30 p.m. at the library. Rachel is aiming to have the draft finished between June 9-12, 2023. The board will meet Wednesday, June 14th at 5:30 to approve the draft.

- Technology Plan to add to strategic plan: Marlon Mason and Sarah Tui have been suggested as members of the technology committee to review the Technology Plan. Jenn will follow up on this.
- 4. New Members—action item for one more new board member: If approved, Jenny Harris is set to begin her board term July 1st. Amy, Rachel, and Marcea are all ending their terms June 30th. Board members will all think about potential new board members.
- 5. Policy Reviews: Rachel suggested that the Ephraim City lawyer review both policies.
 - Internet Access Policy: Rachel mentioned the need for a clause under Section V: Consequences, stating that suspension or revocation would be subject to board approval. Under “Regulations for Internet Use,” grammatical change to “i.e.,” to “i.e.,”.
 - Marcea motioned to approve IAP with discussed grammatical and phrasing changes and pending city lawyer approval, Dana seconded.
 - Collection Development Policy: Anywhere “Friends of the Library” appears, it needs to be taken out. For example, Item 5 under “Gifts and Donations” will be changed to read “...proceeds going into library accounts...”. Additionally, inconsistencies were pointed out across the document with referring to the “Ephraim Library Board” or the “Ephraim City Library Board.” Jenn will change the document to read “Ephraim Public Library Board” or simply, “the Board.” Mat suggested changing language concerning the addition and deletion of materials to be more parallel, thus being easier to read. For example, she suggested changing it from “making additions to or deleting items from the collection” to “additions to or deletions from the collection.”
 - Rachel motioned to approve the Collection Development Policy per grammatical changes and approval from the city lawyer. Audrey seconded.
- 6. Bylaws
 - We will add statement about Utah’s Open Meetings per state policy.
 - Audrey motioned to approve the bylaws, Amy seconded.

7. Board training: Jenn will investigate when the last library board training was, because training must be within the last 12 months, but Rachel and Amy believe it's not been 12 months yet.
8. Rachel motioned to adjourn, Audrey seconded.

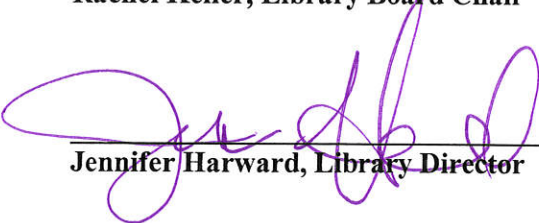
Minutes Approved:



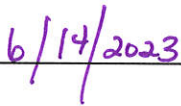
Rachel Keller, Library Board Chair



Date



Jennifer Harward, Library Director



Date