

Grantsville City Library Board of Trustees

Meeting Minutes

Thursday, October 5, 2023, 4:15 p.m.

Approved December 7, 2023

Trustees in Attendance:

Elisabeth Allen (Liz), Vice-Chair
Tara Bell
Janet Craven, Chair
Tana Dixon
Stacy Given
Sharon Kuttler, Secretary
Arlene Mair

Additional Attendees:

John Ingersoll, Director
Jolene Jenkins, City Council Liaison

Absent:

1. Call to Order and Attendance:

The meeting was called to order by Janet Craven at 4:20 p.m. Attendance was recorded as indicated above. Janet announced that Claudia Dutson, who had served on the Library Board, recently passed away. Janet sent around a sympathy card for us to sign for Claudia's family.

2. Stacy Given moved to approve the September 7, 2023 meeting minutes. Tara Bell seconded the motion. The motion passed unanimously.

3. Public Comments: none

4. Community Advocacy:

- a. The Honey Harvest Festival will be held on Friday, October 13 from 12 - 6 pm and Saturday, October 14 from 10 - 6 pm. The Library's table will be located near the other city departments' tables. We will offer a Story Trail, sticker sheets, and button-making. John will email a sign-up sheet for us to volunteer at the library table. John will update a pamphlet about the library to distribute.
- b. Trunk or Treat, Saturday, 10/28 at 5:30 - John will hand out candy.

5. Director's Report:

- a. The new Library Tech I is Breklyn Tyger. Casey Cox is our new full-time Associate Librarian. She is at the State Library today for Summer Reading training.
- b. The Library will host a solar eclipse viewing event at the library on Saturday morning, October 14. John ordered 1,000 solar eclipse viewing glasses to give out.
- c. John received training on Project Outcome, an online platform to generate surveys and create reports. Recently, a paper survey indicated people want the library to be open more hours. With the city's approval, the library is now

open from 10 am - 7 pm on Tuesday through Friday, and 10 am - 3 pm on Saturday. They are considering open hours on Mondays.

- d. A new Spanish Storytime will be held on Fridays at 11 am, presented by volunteer Patty Martinez. John restarted his twice-monthly Storytime visits to Grantsville Head Start.
- e. Juan updated the Spanish Domestic Violence pamphlet for the Police Department.
- f. Public Works brought in a scissor lift to replace burned-out lights at the library.
- g. The Library hosted a Pet Adoption Event.

6. New Business:

- a. Neurodivergent Storytimes - John wants to incorporate elements into Storytimes to accommodate those with autism, ADHD, and hearing loss.
- b. Youth City Council - Jolene will be working with the Youth City Council to participate in the Festival of Trees 2023, a charitable event to benefit Primary Children's Hospital. They intend to create a Christmas tree with the theme Cowboy Strong.

7. Unfinished Business:

- a. Student Liaison - Arlene has been trying to contact the new person at the high school. She will continue her efforts to find a student liaison for the Library. Jolene mentioned that the recent lockdown at the Grantsville High School was a false alarm.
- b. Closed Session for Director's Review - On a motion by Tana Dixon, seconded by Arlene Mair, the Board went into a closed session to discuss John's evaluation with him. We ended the closed session with a motion by Tara Bell, seconded by Stacy Given, and approved unanimously.
- c. A Local Author Literary Event will be held on Saturday, October 7 from 12 - 3 pm with three local authors. The Fall Poetry Contest winners will be invited to read their entries at this event.

8. The meeting was adjourned at 5:13 p.m. on a motion by Tana Dixon, seconded by Liz Allen.

9. Our next meeting is scheduled for 4:15 pm on Thursday, November 2, 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 Oct 5, 2023 Library Board Meeting
- b. Director's Report dated October 1, 2023
- c. Draft Minutes of the September 7, 2023 meeting