



Regular Board Meeting

Jan. 16, 2024 @ 4:30 PM: Roosevelt Branch

The mission of Duchesne County Library System is to enrich our residents' knowledge and inspire their growth. Through these efforts the library envisions our residents empowered to strengthen each other and unite their communities.

Conducting: Chair Jessica Shaw

Welcome / Roll call: Chair Jessica Shaw began the meeting at 4:32 p.m. Roll call: Chair Jessica Shaw, Director Daniel Mauchley, Kathryn Crapo, Jesse Walker, Jenny Adams, Secretary Amy Snow, Vice Chair Deb Evans, Commissioner Irene Hansen.

November 2023 minutes approval. The board reviewed the November minutes. A motion to approve the minutes as written was given by Deb Evans with a 2nd by Jenny Adams. The minutes were approved by the board unanimously.

Approval of 2024 Library Board Meeting Schedule Location Change for April, June & September Meetings to Duchesne County Administration Building. The temporary location change is due to the remodel taking place in the Duchesne Branch building. The board reviewed the dates and locations. Irene Hansen made a motion to approve the location change with the amendment to also change November's meeting location to the Administration Building as well, as the remodel and move back in may not be complete by then. Jesse Walker 2nd the motion. The board approved the change unanimously.

Review of 2024-2026 Strategic Plan. The board reviewed the strategic plan. The goals are based on feedback from board members, staff, and the public. The board found the plan to be well-written and well-thought-out.

Triennial Review of Library Bylaws. The board reviewed the bylaws document. The director asked the board about how they feel the items that have previously been referenced about the Utah Open and Public Meetings Act be written in the bylaws. Many items of the Act that every board member should know have been copied directly into the bylaws; however, the bylaws could be simplified further with only direct references to the Utah Code; then requiring board members to read through the act's many references. The board discussed the purpose of the bylaws and agreed that due to the length of the Act in Utah Code, it would be good to pull the pertinent items that every board member needs to know and copy them into the bylaws, while referencing other rare situations, such as cases when a session can be closed, to be references back to the full applicable Utah Code. The director will redraft the bylaws based on this feedback.

Duchesne Branch Remodel Update & Temporary Closure Plans. The Duchesne branch will be closed from April 1 through mid-November. The collection and shelving will be moved out and packed away on the empty lot next to the branch. BHI will be doing the moving. The branch staff will assist with organizing the move. The community room will be closed at the end of March. Checkouts from the Duchesne branch collection will end at the beginning of March so those items can be packed away. On Thursdays during the remodel, the library will have programs, and hold pick-ups will be available at the Duchesne Centennial Event Center. The library

drop box will be moved to the Event Center. Outreach will continue but will utilize the Roosevelt branch's collection. The Duchesne branch staff will continue to work during the closure on county projects, outreach, and at the Roosevelt branch. History Center items will all be moved into the vault during construction.

Report on OverDrive Cost Per Circ 2023 Purchases. There were 757 cost-per-circulation items added to the collection in 2023. 300 of those items were checked out only once. 150 of the titles were checked out 2 times. 92 were checked out 3 times. If the item is checked out more than 3 times, then the library purchases the item outright. These numbers confirm the intent of that program: that the library provides a unique request for a cheaper price, rather than purchasing the full price of some of these expensive titles. This program is meeting as many patron requests as possible, for the lowest price possible.

Public comment: Utah State Library Division Letters – Duchesne's Recertification & Quality Library Award. Directory Mauchley read the letters to the board. The first letter recognized the Duchesne County Library System for outstanding service in the 2023 fiscal year and notified them that they had received the Quality Library Award. The second letter notified Director Mauchley that the Duchesne County Library System meets the standard for public libraries and is eligible to receive funds from the state. The board felt the award and recognition were well deserved.

Review of November/December Statistics/Budget/Consent Agenda. The board reviewed the statistics and budget. Things are going well at the library.

Questions. None.

The meeting adjourned at 5:23 p.m.

Next meeting – Tuesday, Feb. 20, 2024, 4:30 PM @ Duchesne Branch

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

Amy Snow, Secretary

Consent Agenda: February 2023

Hoopla has record 398 circulations in January