

Ephraim Public Library Board
Minutes for Board Meeting held at the Ephraim Public Library
30 South Main, Ephraim, Utah
Tuesday, January 16th at 5:30 pm

1. Call to order, Roll Call, Review/Vote to Approve Minutes
 - a. Present: Dana Bagnall, Audrey Thompson, Marissa May, Jenny Harris, Mat Barreiro, Anthony Beal (new Ephraim City Council Representative), Michael Thompson (new ECL Director)
 - b. Mat moves to approve minutes from December 19, 2023; Jenny seconds.
2. Public Input: Marissa brought up that the Library hours link on the City website isn't working; Michael will fix this.
3. Official Welcome of Ephraim Public City Library - Michael Thompson
4. Reviews/Insight from December 7, 2023 Staff Meeting:
 - a. Several board members stated that they had listened to the recording from the Ephraim City Library Staff meeting on December 7, 2023. The Board agreed that Sean Lewis managed a difficult situation professionally and there is not, from a Library Board perspective, a need for the Board to do anything further with the items discussed in the meeting.
 - b. Till: Michael will work on a Financial Accountability/Till Reporting procedure and report back.
 - c. Cameras: Michael stated the library is looking into a camera system to cover the interior of the library (including the till and doors). This is a work in progress.
 - d. Library culture: Michael has spoken with current staff and reports that workplace culture has improved.
 - e. Volunteer hours: Board members reported their hours spent outside of Board meetings (approximately eight hours for present Board members in the last month).
5. Michael Thompson - Library Director Reports:
 - a. Library Staff Interview Coverage: Jenny and Dana will be representing the Board and Staff proxy for interviews on January 17, 2024.
 - b. New Hire Update January 2024: Michael stated there were six interviewees to fill three Library Associate positions. Ideally, new staff would start next week, Monday January 22, 2024.
 - c. Programming: Next program will be the Glow in the Dark Pizza Party (January 19, 2024) celebrating those that finished the PBS Reading Challenge in November. Storytime will resume when fully staffed, Adult Book Club has been ongoing. Programming will be based around a monthly theme with quarterly prizes. Michael would like to implement a winter reading program and internship program in future.
6. Revised Library Hours: Michael is hopeful that regular hours can resume after more people are hired by the end of January (10am-8pm to 10am-2pm tentatively).
7. Annual Board Calendar discussion: Dana motions to table this discussion, Jenny seconds.
8. Action Items
 - a. Michael will work on a Financial Accountability/Till Reporting procedure and report back to the Board.

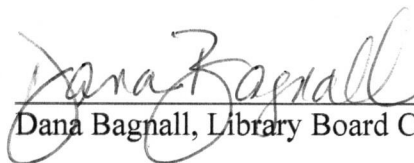
- b. Michael will work on a policy requiring 2-persons on staff during open hours and report back to the Board.
 - c. Michael will fix the Library hours link on the Ephraim City website.
 - d. Michael will present Library statistics in future Board meetings as appropriate.
 - e. Marissa will ask her husband, Snow College Basketball Coach Andrew May, about possible integration with a "March Madness" themed reading event.
9. Dana motions to end the meeting, Marissa seconds.

Note: The Board may vote to discuss certain matters in Closed Session pursuant to Utah Code annotated 52-4-5. This facility is wheelchair accessible, and handicapped parking is available. Requests for accommodations and interpretive services must be made three (3) working days prior to the meeting. Please contact the library at 283-4544 for information or assistance.

From time to time, matters are discussed that do not appear on the posted agenda. Items that require/request action taken will appear in the Action Items section of each posted agenda. Submitted Action Items for the agenda must be submitted to the Library Board Secretary by the Friday prior to the meeting and should be accompanied by any and all supporting written documentation. Without such documentation, the Board reserves the right to postpone the hearing of any item such documentation has been submitted.

CERTIFICATION OF POSTING

The undersigned, duly appointed Library Board Chairperson, does hereby certify that the above notice and agenda were posted on this 16th day of January 2024.



Dana Bagnall, Library Board Chairperson