Wasatch County Library
Library Board Meeting Minutes
Friday, April 19, 2024

Hybrid meeting: Electronic meeting held via Zoom, with in-person anchor location in the Board Room, Wasatch County Library.

In attendance in person: Mitzi Nelson, Board Chair; Andy Herron, Library Staff; Richard Breitenbeker, County Manager's Office; Amber Koecher, Member-at-large; Angela Edwards, Library Assistant Director; Juan Lee, Library Director; Heber Lefgren, County Manager's Office; Cristina Spicer, Vice-Chair; Luke Searle, County Council.

In attendance virtually: Danny Goode, Secretary.

Excused: None.

1. Call to Order & Welcome: 1:32 PM – Mitzi Nelson, Board Chair.

2. Public Comment: No members of the public attended the meeting, and no comments were submitted electronically.

3. Approval of Minutes:

- **MOTION** to approve the Minutes of the regular Board meeting held on March 15, 2024, made by Amber. Seconded by Danny. Approved. Abstained from voting: Cristina and Luke.

4. Consent Agenda Items

- **Library Director's Report**. Juan presented the Director's Report of Activities for 03/14/2024 to 04/09/2024. A couple of last-minute items that were not included in the report are:
    - The County Council approved on 04/17/2024 awarding a contract with Mountain Valley Temperature Control to upgrade the HVAC System within the Library and Senior Center Building.
    - The Library is a platinum sponsor of the Heber Valley Rotary Club's (HVRC) Reading Railroad and Literacy Program to place brand new books in the hands of first-grade students in the county. The HVRC issued to the library four VIP tickets to ride the Heber Valley Railroad on 04/22/2024 at 7 PM.
    - Luke asked about progress on filling the staff vacancies. Juan is still working on a job description for the position opened when Carol Nielson retired. The Young Adult Services Librarian (i.e., Teen/Tween Librarian) has been posted on the County Personnel Office website. They are sending the posting to The Wasatch Wave, and The Park Record. The library will post the position on:
        - Utah Library Association job board (we may be able to post on the Mountain Plains Library Association also. They are a regional group).
        - Library Website (link to County Jobs page)
        - Library social media (link to County Jobs page)

        ▪ Community Contacts –List of people and community organizations that may help us spread the word.

- **Report of Year-to-date Expenditures**. Juan presented an updated report of expenses as of March 31, 2024.
    - Cristina asked about expected grants for 2024. Juan explained that the library had already received $8480 from the State of Utah's Community Library Enhancement Fund. This is an annual grant allocated by the state legislature and administered by the State Library Division. The library uses these funds to enhance public programming, activities, and events.
    - Also, the library received a $3500 reimbursement grant from Utah Humanities for expenses associated with the Smithsonian's Crossroads exhibition.
    - Cristina instructed the library to keep an eye open for funding opportunities to help with the creation of a Makerspace.

5. Business

A. **LIBRARY STAFF INTRODUCTION:** Andy Herron, Library IT Specialist.

B. **DISCUSSION:** County facilities needs and the library.
- Presentation by Heber Lefgren, Assistant County Manager.
- Richard Breitenbeker, Management Analyst, County Manager's Office.
- See "Facility Needs Projections" (Nov. 8, 2023) handout.

C. **ACTION: Update to the Meeting Room Policy**.
- Change to 6.1 – "The purpose of the Meeting Room Policy is to establish guidelines for single use and the recurring use of study rooms and meeting spaces at the library."

MOTION to approve the updates to the Meeting Room Policy, including the change to 6.1 mentioned above, made by Amber. Seconded by Cristina. Approved.

D. **DISCUSSION: Rules or best practices for the participation of groups during Board meetings**.
- Convert the document "Guidelines for public comments during the library board meeting" to a library policy.
- Include the guideline of 3 minutes per person, 20 minutes total.

6. Call for Agenda Items for Next Meeting:

A. PROGRESS REPORT: MakerSpace
B. DISCUSSION: Establish a library policy for public comments during a Library Board meeting.
C. ACTION: Approval of "Background Checks" policy.

MOTION to adjourn the meeting at 3:02 PM made by Luke. Seconded by Amber. Passed.

Next meeting: Friday, May 17, 2023, 1:30 PM.