**05/15/2024 10:00 a.m. Library Board Meeting DRAFT**

**Board Members Present:** Vail Batty, Susan Horrocks, Amanda Jenkins, Heather McKee, and Linda Nay. Sonja Norton excused.

**Board Members Attending Virtually:** Mary Fontes attended via Google Meet.

**Other Attendees:** Chrystal Summarell (Interim Library Director) and Karina Valencia (Uintah County Paralegal), with Stacia Watkins (Librarian) taking the minutes.

**1. Welcome**

The meeting started at 10:05 a.m.

**2. Approval of Previous Minutes**

Susan moved to approve the minutes. Amanda seconded. The motion passed unanimously.

**3. Library Director Search Update – Heather McKee**

There are two interviews happening today. Three candidates have withdrawn their applications. Amanda wondered when we have to have a director by, but there is not necessarily a deadline. Susan wanted to know if Chrystal is being compensated for acting as interim director.

Amanda clarified that this is the last meeting for the summer and wondered what will happen when the hiring committee chooses a candidate. Heather explained that a special board meeting will be called. She also listed the members of the committee as previously established in the meeting from February 28th:

- Tonya Craven – Uintah County Human Resources Director
- Sonja Norton – Uintah County Commissioner
- Dan Mauchley – Duchesne County Library Director
- Heather McKee – Uintah County Library Board Chair
- Cheyenne Reid – Uintah County 4-H Extension Director

**4. Teen Zone Discussion – Chrystal Summarell**

Before Sam left, he, Chrystal, and Sonja were discussing how the teen room has not been used as much with fewer teen programs and no dedicated teen librarian. They had discussed the option of using it more as a conference room, quiet study area, or possibly a director's suite with an office and meeting area for meetings such as board meetings. During the most recent discussions with Sonja, she

had expressed her support for the idea.

Vail wondered whether people would be able to book that room. Chrystal explained that they would not unless we put up a wall. In discussions with facilities, we learned that to do that sort of renovation would be upwards of $80,000. Creating a director's suite wouldn't require as much renovation and, in Chrystal's opinion, makes more sense.

Heather asked if we anticipated getting a teen librarian in the future. Chrystal explained that at this time we have youth librarians that work more closely with the rest of the staff in order to promote more engagement with other programs and age groups.

Susan expressed her appreciation for the library moving forward, but would recommend waiting until a new director is installed before moving forward with any teen room renovations. Chrystal agreed and explained that it is a factor in their decisions.

Heather wondered if it's too much room for an office space. It may be unless they split it into an office and a smaller area. Chrystal explained that they had considered taking out the wall between the two offices upstairs, and those renovations would be about $10,000. We would prefer to keep one of those small offices available for on-site storage because while there are a couple of closets in the basement of the county building, but they are very small and off-site.

Chrystal explained that she agreed it would be wise to wait for a new director to make a decision, but she wanted to bring the options to the board for their consideration.

In the meantime, we are using the teen zone as a quiet study space which is not available for reservation. Vail wondered if we would have consistent bookings if we did open up the teen room. Stacia responded that we absolutely would.

We received the board's support.

**5. Library Hours Discussion – Chrystal Summarell and Stacia Watkins**

See the report titled "Library Usage Statistics 2023" on the Utah Public Notice website for a complete overview of the statistics presented by Chrystal and Stacia.

Chrystal explained that over the years the Library staff and board have played with the idea of adjusting our hours, particularly in the winter, perhaps by closing at 8 during the winter instead of 9. To determine how this would affect visitation, checkouts, programming, and patron events, Stacia compiled statistics in the following areas:

- Visitation
- Item Checkouts
- Distinct Patron Accounts Borrowing Items

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- Library Programs
- Library Program Attendance
- Patron Bookings & Events
- Patron Event Attendance

Statistics were compiled using actual numbers from our gate counts, integrated library system, calendar, and internal statistics. The report was presented to the board, illustrating that across the board there are fewer visitors and checkouts past 7:00 in the evening. This set of data supports the argument that closing early makes sense in terms of visitation.

Questions were asked about how this would affect patron reservations and events. Chrystal explained that if the hours were to change, it would not go into effect immediately to avoid conflict with currently scheduled events. Currently patrons are able to schedule our rooms up to three months in advance during our hours of operation. A change in hours would not go into effect until after at least three months of the decision being made, or even until the next calendar year. From here we moved into the second set of data revolving around programming and events.

While the vast majority of Library programming occurs before 5:00, the majority of patron events, more than three-quarters, occur during the second half of the day between 3 and 9 PM. This trend is consistent regardless of the intended audience (e.g. children and family events versus adult-centric events).

Chrystal and Stacia explained a caveat to the date we have for patron booking. When we book events for patrons, we require an estimated attendance for our statistics in the event that they do not record attendance themselves. However, this comes with the caveat that oftentimes a patron may estimate attendance of 25 and only see 3 people attending, and they may not record those numbers at all.

This is especially true of piano recitals. Of the 31 recitals we hosted at the library in 2023, 21 of them estimated numbers between 40 and 100. Of those recitals, Stacia received accurate counts for only 3 of them, and of those 21 recitals, 17 of them fell within the 7-9 PM range, including two of the recitals with an estimated 100 in attendance. Additionally, the average number of visitors during these hours (taken from the gate counts at the front doors of the Library) does not support such high numbers.

Essentially, it is possible that the recorded attendance reflected inflated numbers for certain patron events. *(Note: Since the board meeting, Stacia was able to access the gate counts for 2023 day by day, hour by hour, and has adjusted the attached report to more accurately estimate the numbers for associated events when we did not receive accurate counts.)* Regardless of the event attendance, there is a high volume of patron reservations being made in the evenings.

Susan cautioned against changing hours, recommending that we be very, very careful. She stat-

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ed that were she a commissioner, she would be interested in keeping the adult patrons happy because they are the ones paying the property tax which supports the Library, as opposed to the children who pay nothing.

One of the board members asked what our intent is in presenting this data. Chrystal and Stacia explained that while a decision to adjust our hours of operation was not expected to be made today, and would likely be made with the input of the new director when someone is appointed to the position, we wanted to present the data to the board so that they have a complete picture of the Library's usage. This way they can make an informed decision regarding the Library's purpose, priorities, and hours.

Susan suggested that if we were to close early at 8:00 on Monday through Thursday, perhaps we could compensate by staying open until 7:00 on Fridays and Saturdays. Heather voiced her support for staying open a little later on the weekends.

Amanda wondered if there was a way to see the data for patron visitation by day of the week. Stacia checked her sources and while she currently only has month by month numbers, she will look into gathering the numbers on a day-by-day basis from the gates. She will send the compiled information to the board.

There was discussion about creating a survey for patrons to voice their opinion about potential changes to the Library's hours of operation, as well as tying in any decisions to the budget. For example, if we were to stay open later on the weekends, we would need to hire more staff to operate the Library during those times. Where our budget has remained relatively flat for the last few years, this avenue is not possible for 2024.

Further information will be forwarded to the board members for consideration and future discussions about the Library's hours of operations, with a decision waiting until a new director is appointed.

**6. Upcoming Board Member Vacancy – Chrystal Summarell**

Susan will be gone at the end of June. Unless a special meeting is held for the director, this is Susan's last meeting.

In order to appoint a new board member, the commission has to post the vacancy and people apply for that. Mary will also need to reapply at the end of June.

**7. Board Member Reports**

Vail brought up some concerns about the Avalon grounds not being cared for. Chrystal will look

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into it.

**8. Next Meeting Date**

The next board meeting is scheduled for Wednesday, August 14th at 10:00 a.m.

**9. Adjourn**

Susan moved to adjourn the meeting. Amanda seconded. The meeting adjourned at 11:00 a.m.

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