

PUBLIC NOTICE is hereby given that the WASATCH COUNTY LIBRARY BOARD will hold a regularly scheduled meeting at 1:30 PM on Friday, June 21, 2024.

This meeting will be held in person at the Wasatch County Library and available live via Zoom Meeting link on the library's "About" webpage at <https://www.wasatchlibrary.org/about>.

Public comments and questions will be accepted via email up to one hour before the live meeting. Send comments, questions, or a request for online meeting credentials to Juan Lee, Library Director, at [jlee@wasatch.utah.gov](mailto:jlee@wasatch.utah.gov)

ANCHOR LOCATION:  
**WASATCH COUNTY LIBRARY**  
**465 East 1200 South, Heber City, Utah**  
**Library Board Meeting**  
**Friday, June 21, 2024**

The order of agenda items is subject to change without notice.

**1. Call to Order & Welcome:** Mitzi Nelson, Library Board Chair. **#1**

**2. Public Comment:** Time for members of the public to make comments on issues not included on today's agenda.

**3. Approval of Minutes**

A. Minutes of the regular Board meeting held on May 17, 2024. **#2**

**4. Consent Agenda Items**

A. Library Director's Report: May-June 2024. **#3**

B. Report on Year-to-date Expenditures: May 2024. **#4**

**5. Business**

A. **DISCUSSION:** Establish a library policy for public comments during a Library Board meeting. **#5**

B. **DISCUSSION:** Process for appointment and re-appointment of Library Board members. **#6**

C. **REPORT:** Get a quote from Utah Correctional Industries (UCI) for the library re-upholstery project.

D. **REPORT:** Prices for an OWL Camera, Mic, and Speaker system. **#7**

**6. Call for Agenda Items for Next Meeting – July 19, 2024, 1:30 PM**

**7. Closed Meeting**

The Board may consider a motion to enter a Closed Meeting. A closed meeting described under UCA 52-4-205 may be held for specific purposes including, but not limited to, discussion of the character, professional competence, or physical or mental health of an individual and certain deliberations in the procurement process.

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Date: June 19, 2024

Prepared by: Juan Lee, Library Director

Posted by: Juan Lee, Library Director



**Wasatch County Library**  
**Library Board Meeting Minutes**  
**Friday, May 17, 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; Angela Edwards, Library Assistant Director; Juan Lee, Library Director; Luke Searle, County Council; Andrew Fellows, Library Customer Service Assistant.

**In attendance virtually:** Cristina Spicer, Vice-Chair; Danny Goode, Secretary.

**Excused:** Amber Koecher, Member-at-large.

**1. Call to Order & Welcome:** 1:37 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 April 19, 2024, made by Cristina. Seconded by Danny. Approved.

**4. Consent Agenda Items**

- **Library Director's Report.** Juan presented the Director's Report of Activities for 04/10/2024 to 05/12/2024. A couple of last-minute items that were not included in the report are:
  - The Summit County Library Bookmobile is back in operation and will resume its weekly stop in Hideout at the Deer Mountain apartment complex on June 1, 2024.
  - Per Cristina's request, this is the proposed timeline for the repurposing of the computer lab:  
PROPOSED TIMELINE FOR CREATIVE SPACE PROJECT 2024-2025  
As of 05/16/2024
    - 5/22/24 Juan will send draft LSTA grant application to State Library's Grants Coordinator for feedback.
    - 5/30/24 Juan will submit the LSTA grant application.
    - 5/31/24 Grant deadline.
    - 7/1/24 Grant awards are announced.
    - IF AWARDED -- 7/12/24 Spending can start.
    - 6/30/2025 Grant spending ends.
- **Report of Year-to-date Expenditures:** Juan presented an updated report of expenses as of April 30, 2024. Juan met with Heber Lefgren, County Manager's Office, for the 2024 1<sup>st</sup> Quarter review of revenues, expenditures, and projections for the remainder of the year.

**5. Business**

## HANDOUT #2 Continued

- A. **ACTION:** Approve and adopt the proposed Background Check Policy.  
**MOTION** to approve the Library Background Check Policy, made by Cristina. Seconded by Mitzi. Passed.
- B. **INTRODUCTION:** Andrew Fellows, Library Customer Service Assistant.
- C. **DISCUSSION:** Highlights of the Utah Library Association annual conference.
  - The library was represented at the conference by Mitzi, Angela, Dana, Andrew, and Alice
  - Mitzi received the 2024 Utah Library Association Special Service to Libraries Award.
- D. **DISCUSSION:** Public comments at Library Board meetings policy draft.
  - **Idea:** Have a time limit of X minutes total, instead of number of people.
  - **Idea:** Heber City uses in their Council meetings: "We have 30 minutes for the 'Public Comment' period. Please limit your comment to 3 minutes to give an opportunity to the most number of residents possible."
  - **To Do:** Send the redline document of "Public Comments at Library Board Meetings" draft policy to Cristina.

### 6. Call for Agenda Items for Next Meeting

- A. **DISCUSSION:** Establish a library policy for public comments during a Library Board meeting.
- B. **DISCUSSION:** Get a quote from UCI for the library re-upholstery project.
- C. **ACTION:** Borrow the OWL from ITS for the next Board meeting.

**MOTION to adjourn the meeting at 3:03 PM made by Mitzi. Seconded by Luke. Passed.**

Next meeting: Friday, June 21, 2023, 1:30 PM.



## LIBRARY DIRECTOR REPORT OF ACTIVITIES TO THE BOARD OF TRUSTEES

PERIOD: 05/13/2024 TO 06/19/2024

### LIBRARY EVENTS & STAFF ACTIVITIES

- 05/14/2024 The library hosted a meeting of the **Wasatch Women in Government** committee.
- 05/15/2024 The library conducted a tour for the **First-Grade** classes of **Old Mill Elementary School**.
- 05/16/2024, 5/23, 5/30, 6/6, 6/13 The library hosted the weekly "**Yoga for Service**" class for Seniors in the Bowcutt Room.
- 05/16/2024 The library hosted a meeting of the **Wasatch County Health Department**.
- 05/16/2024, 5/23, 5/30, 6/6, 6/13 Adult Services Librarian Dana Brosnahan facilitated the weekly, face-to-face book discussions for the **Next Chapter Book Club** in collaboration with Chapters Ahead, Inc.
- 05/16/2024 Adult Services Librarian Dana Brosnahan conducted face-to-face book discussions for the **Wasatch County Library's Morning Book Club** (10 AM) and the **Evening Book Club** (6 PM).
- 05/17/2024 Library staff attended a required **County IT training on using Microsoft 365** and MS Teams.
- 05/17/2024 The library conducted a tour for the **Third-Grade** classes of **Midway Elementary School**.
- 05/17/2024, 5/24, 5/31, 6/7, 6/14 The library hosted the weekly meeting of the **Highschool Heroes Dungeons & Dragons Club**.
- 05/20/2024 The library hosted the regular meeting of the **Wasatch Latino Youth Coalition**.
- 05/21/2024, 6/4, 6/18 The library hosted **Domestic & Sexual Abuse Mobile Case Management** conducted by **Peace House**.
- 05/22/2024, 6/19 The library hosted the **Wasatch County Employee Game Night**.
- 05/24/2024, 5/31, 6/14 The library hosted a meeting of the **Heber Valley Arts Center Committee**.
- 05/28/2024 The library hosted the meeting of the **Wasatch Coin & History Club**.
- 05/31/2024 The library hosted a **Red Cross Blood Drive**.
- 06/03/2024 The library concluded hosting the **art exhibition "Utah Women Making History"** curated and installed by the Utah Divisions of Arts and Museums' Traveling Exhibits Program.
- 06/03/2024 Start of the **Summer Reading Program**.
- 06/05/2024 The library hosted the regular monthly meeting of the program "**Charlas en la Cocina / Kitchen Conversations**" organized and presented by **Latino Behavioral Health Services**.
- 06/06/2024 The library hosted an **exhibition of art from "Encircle"** curated and installed by Encircle in Heber City.
- 06/06/2024 The library hosted a meeting of the **Wasatch Fire District**.
- 06/06/2024 The library hosted the regular monthly meeting of the **Heber Valley Quilters**.
- 06/07/2024 Assistant Director Angela Edwards and I facilitated the regular **library staff meeting**.
- 06/07/2024 The library hosted a performance of the **Heber Valley Jazz Ensemble** inside the library due to bad weather conditions.
- 06/13/2024 The library hosted the **Sheriff Dispatch Testing** in the Computer Lab.
- **ONGOING PROGRAMS: Most regular programming takes a break in May.** Some continuing programs included Books & Babies, Monday Crafts, Lego Club, Try Something Tuesday, Chess Club, Minecraft Club, and Family Movie Night.

### OUTREACH ACTIVITIES

- 05/14/2024, 06/11 I attended the regular meeting of the **Wasatch Latino Coalition**.
- 06/06/2024 Library Trustee Amber Koecher and I represented the library at the **Heber Market on Main**. Thank you to Angela Edwards for helping me set up the outreach booth.
- Library staff member Vicki Burtcher delivered library materials to homebound residents as part of the **OASIS program** (Mondays).

### TRAINING & PROFESSIONAL DEVELOPMENT ACTIVITIES

- 05/21/2024 I met with David Moss, a **management consultant with Paradigm Peak Advisors** for a personal Q&A following the conclusion of the County Leadership courses.
- 05/23/2024 Seven staff members participated in a training by Kristin Anderson, **Wasatch County Health Department** on the proper use and distribution of **Naloxone (Narcan)** to the public as we prepare to be another distribution point in the Heber Valley. The rest of the library staff will be trained at the next regular staff meeting.
- 06/12/2024 I attended the online meeting of Utah Public Library Directors organized by the State Library Division.

### ADMINISTRATIVE ACTIVITIES

- 05/15/2024 Assistant Director Angela Edwards and I met with **State Library Consultants** to review the library's application for recertification for FY2025 and to discuss using a State Library tool for tracking staff training assignments. The recertification documents were submitted on 06/03/2024.
- 05/15/2024, 06/05 (Council approved the library's Background Check policy) I attended the **Wasatch County Council** meeting.
- 05/17/2024 Assistant Director Angela Edwards and I facilitated the regular **Library Board** meeting.
- 05/21/2024, 06/04 I attended the **Wasatch County Department Head** meeting.
- 05/22/2024 Assistant Director Angela Edwards, Adult Services Librarian Dana Brosnahan, Barry Hallows from the County Personnel Office, and I **interviewed five applicants** for the **Young Adult Services Librarian** position. Brittnie Hecht accepted the job offer. She will start on Monday, August 5, 2024.
- 05/23/2024 Adult Services Librarian Dana Brosnahan met with Mindy McMaster, Arts Pillar Chair of the **Wasatch Community Foundation**, and Danny Hill of Danny Boy Entertainment, LLC., to brainstorm on collaboration opportunities to continue the **Homegrown Concert Series** all year at the library.
- 05/30/2024 I submitted a **Trails, Arts, or Parks (TAP) project grant application for \$14,340.00** to implement a year-round **Homegrown Concert Series**. The total project cost is \$17,040. The Wasatch County Arts Council has already contributed \$1,200.00 for marketing and publicity. The library has committed \$1,500.00 cash to the project. The TAP Advisory Board will review the projects and submit recommendations to the County Council. Award letters should be out by the end of June. Thank you to Dana Brosnahan and Angela Edwards for their contributions to designing the project and providing feedback on the application. Thank you to Danny Hill for developing the project budget.
- 05/30/2024 I signed a **Memorandum of Understanding (MOU)** between the library and **Holy Cross Ministries to provide mental health services in Spanish** in Wasatch County. This MOU was developed in collaboration with Jonelle Fitzgerald, Director of the Wasatch County Health Department.
- 05/30/2024 I submitted to the State Library Division a **Library Services and Technology Act (LSTA) grant application** for the project **“Building a Creativity Hub for Artistic Expression & Heritage Preservation.”**

# HANDOUT #3 Continued

Page 3 of 4

The funding requested is \$36,759.40. The total project cost is \$48,121.40. The amount of local funds used is \$11,362.00 to cover the costs of reconditioning the Computer Lab. Thank you to Dana Brosnahan and Angela Edwards for updating the project budget and providing feedback on the application.

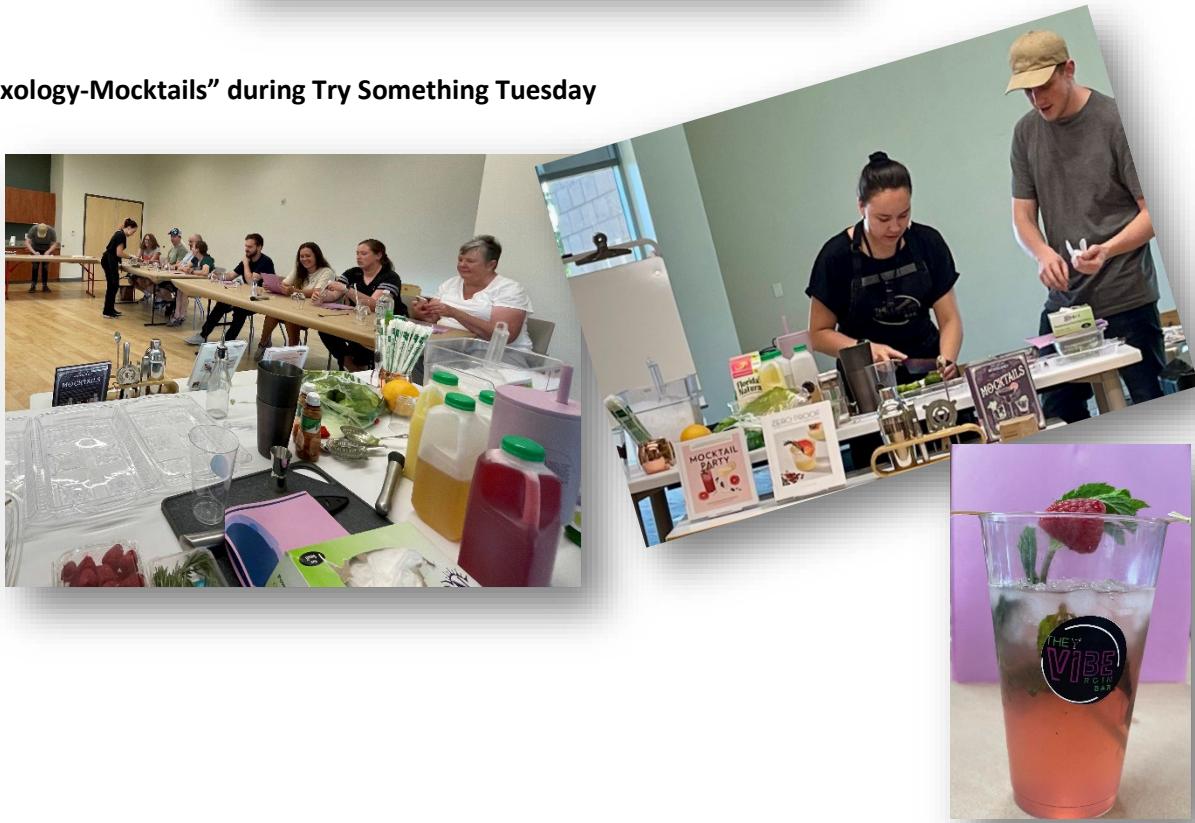
- 06/18/2024 I attended one hour of the **Heber City Council** meeting to learn more about affordable housing in Wasatch County

## VARIOUS LIBRARY ACTIVITIES

**“Falling for Rapunzel” Sherrie & Jarom in Wallsburg (6/19/24)**



**“Sober Mixology-Mocktails” during Try Something Tuesday**



# HANDOUT #3 Continued

Page 4 of 4

## A Quiet Moment Enjoying a Puzzle



## Afternoon Crafts



## Wasatch County

## Budget Summary

GL Period: 05/24 (05/31/2024)

Department Library	Current Budget As Of 05/31/2024	Current Year Budget 2,085,246.68	YTD Actual 787,740.33	Variance 1,297,506.35
Account Nu...	Account Name	YTD Actual	Current Year B...	Variance
72-4580-110-...	PERMANENT EMPLOYEES	320,601.89	806,947.76	486,345.87
72-4580-110-...	COST OF LIVING INCREASES	0.00	0.00	0.00
72-4580-120-...	EMPLOYEE INCREASES	0.00	0.00	0.00
72-4580-130-...	EMPLOYEE BENEFITS	109,010.68	325,942.09	216,931.41
72-4580-130-...	BENEFITS - COLA	0.00	0.00	0.00
72-4580-130-...	HEALTH INSURANCE INCRE...	0.00	0.00	0.00
72-4580-210-...	MEMBERSHIP	502.00	1,600.00	1,098.00
72-4580-210-...	BOOKS	36,558.90	75,000.00	38,441.10
72-4580-210-...	MAGAZINES	504.20	1,800.00	1,295.80
72-4580-210-...	AUDIO	920.00	8,000.00	7,080.00
72-4580-210-...	VIDEO	3,612.59	8,000.00	4,387.41
72-4580-210-...	DIGITAL RESOURCES	14,350.26	35,600.00	21,249.74
72-4580-220-...	PUBLIC NOTICES & ADVERTI...	1,840.00	1,999.00	159.00
72-4580-230-...	TRAINING & TRAVEL	3,432.99	21,500.00	18,067.01
72-4580-240-...	OFFICE EXPEN, SUPPLIES/P...	8,366.58	12,400.00	4,033.42
72-4580-250-...	EQUIPMENT-OPERATING SU...	144.95	23,000.00	22,855.05
72-4580-251-...	INFORMATION SYSTEM MAI...	30,457.45	73,097.92	42,640.47
72-4580-252-...	OPERATING LEASE	2,222.15	8,700.00	6,477.85
72-4580-254-...	FOOD	0.00	0.00	0.00
72-4580-260-...	BLDG. & GRDS. SUPPLY & M...	11,527.37	22,270.00	10,742.63
72-4580-270-...	UTILITIES	22,057.99	68,668.38	46,610.39
72-4580-280-...	TELEPHONE	1,206.04	3,100.00	1,893.96
72-4580-290-...	EQUIPMENT UNDER \$5000/S...	11,356.98	11,500.00	143.02
72-4580-310-...	PROFESSIONAL & TECHNICAL	0.00	250.00	250.00
72-4580-314-...	COMPUTER REPLACEMENT	29,610.45	71,065.04	41,454.59
72-4580-315-...	Information System Services	149,211.05	358,106.49	208,895.44
72-4580-470-...	EVENTS	4,877.21	12,000.00	7,122.79
72-4580-480-...	SPECIAL DEPARTMENT SUP...	0.00	0.00	0.00
72-4580-481-...	Community Library Enhancement	0.00	8,200.00	8,200.00
72-4580-482-...	LSTA GRANT FOR ILS	0.00	3,500.00	3,500.00
72-4580-510-...	INSURANCE	25,368.60	23,000.00	(2,368.60)
72-4580-540-...	CONTRIBUTIONS EXPENDIT...	0.00	0.00	0.00
72-4580-620-...	MISCELLANEOUS SERVICES	0.00	0.00	0.00
72-4580-720-...	BUILDING AND IMPROVEME...	0.00	0.00	0.00
72-4580-730-...	IMPROVEMENTS-OTHER TH...	0.00	0.00	0.00
72-4580-740-...	EQUIPMENT	0.00	0.00	0.00
72-4800-141-...	TRANSFER TO LIB MAINT FU...	0.00	100,000.00	100,000.00
72-4880-100-...	APPROP INCREASE IN FUND...	0.00	0.00	0.00
72-4880-960-...	UNAPPROPRIATED SURPLUS	0.00	0.00	0.00

Draft Date: 05/17/2024

## 12. PUBLIC COMMENTS AT LIBRARY BOARD MEETINGS POLICY (DRAFT – NOT APPROVED)

### 12.1 Purpose

The Wasatch County Library encourages and welcomes public participation and input. The purpose of this policy is to allow ensure that interested individuals representing various points of view are allowed time to address the Library Board during a public Library Board meeting and to set forth the rules and procedures for doing so while permitting the Library Board to conduct its meeting in an efficient and effective manner.

**Commented [CS1]:** Juan: kindly review and change as appropriate

### 12.2 Rules and Procedures

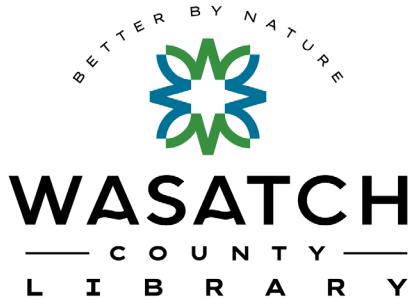
- Public comments are only permitted from current residents of Wasatch County during the time designated on the meeting agenda.
- A maximum of five speakers can be heard during a meeting, and each speaker will have a maximum of three minutes. Speakers may not give their comment time to any other speaker in order to extend that individual's time to comment.
- A sign-in sheet will be made available for audience members to let the Library Board know they wish to participate in the public comment period. The sheet will request the name, address, and group affiliation (if any) of the person wishing to make a public comment. Anyone refusing to identify themselves and provide all information requested will not be permitted to speak. As a courtesy, it is appreciated if notice of an intention to speak is given to the Library Director before the meeting by phone or email at least one hour before the start of the meeting.
- Groups wishing to comment must select one representative to present the group's view.
- The Board Chair is the designated spokesperson for the Library Board. As spokesperson, the Chair will call names from the sign-in sheet in the order they are listed.
- The Chair and Board Members shall will not engage in dialogue with the speakers, and there shall will be no debate.
- Comments should be brief and to the point. Personal attacks or abusive language to individual Library Board Members or Library Personnel will not be tolerated, nor will repetitive comments or language that is considered offensive, harassing, or profane. It is the responsibility of the Board Chair to declare the person out of order and to refuse them permission to continue to address the Library Board.
- Additional agenda items will not be added after public comment, and there is no guarantee that suggestions brought forth during the public comment session will be addressed by the Library Board at a future meeting. The Library Board may refer any matter of public comment to the Library Director or the appropriate agency for review.
- All comments made become part of the meeting record, and Library Board minutes will reflect the names of speakers and the substance of any comments. Any materials presented to the Library Board will be included in the Library Board files rather than the minutes.

**Commented [JL2]:** I recommend using a method like Heber City, specifying a total amount of time set for public comments and limiting each individual comment up to X minutes.

**Commented [CS3]:** How should this be communicated?

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APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD during an open and public meeting on \_\_\_\_\_ 2024

**WASATCH COUNTY LIBRARY BOARD OF DIRECTORS**

See [Utah Code 9-7-502 & 9-7-503](#).

Process for filling a “new” Library Board vacancy.  
(Rev. 06/12/2024)

**Definitions:**

- “Trustee” is used interchangeably with “Board member.”
- A “new” vacancy occurs when the trustee has completed their second full term of office or upon the resignation of a trustee.

**Process:**

- (1) Post the vacancy online for 2 weeks.
  - a. Send information to the IT Help Desk to post on the County website banner.
  - b. Post on the Library website.
- (2) Advertise and promote the vacancy in the newspaper and online through social media and word of mouth.
- (3) The application form will be filled out online.
- (4) The application packet will include:
  - a. A printed copy of the application form.
  - b. A cover letter with links, dates, and contact information.
  - c. The trustee recruiting brochure.
- (5) The Library Director will collect all applications received and share them with the Board.
- (6) The Library Board will review all the applications and select the top candidate. This process may involve an in-person or virtual interview of the candidates.
- (7) The Library Director will send all the applications to the County Manager with the Board’s recommendation for the Council’s approval.

# **HANDOUT #6**

## **Continued**

### **WASATCH COUNTY LIBRARY BOARD OF DIRECTORS**

Process for “reappointing” a Library Board member.

(Rev. 06/2024)

#### **Definitions:**

- “Trustee” is used interchangeably with “Board member.”
- A “reappointment” occurs when the trustee has completed the unexpired term of a Board member who resigned or when the trustee has completed their first full term of office.
- “Executive meeting” is a closed meeting as described under UCA 52-4-205 for the discussion of the character, professional competence, or physical or mental health of an individual.

#### **Process:**

- (1) The Library Board will convene an executive meeting to discuss the reappointment of a trustee.
- (2) In an open meeting, the Library Board will make a motion on the reappointment of the trustee.
- (3) If a motion to reappoint the trustee passes, the Board will instruct the Library Director to forward the Board’s recommendation to the County Manager for the Council’s approval.
- (4) If a motion to reappoint the trustee does not pass or a motion to not reappoint the trustee passes, the Board will follow the process for filling a new Library Board vacancy.

**NOTES ABOUT THE "OWL" 360° Camera, Mic, and Speaker system**

06/03/2024

<https://owllabs.com/>

Model used by County IT: Meeting Owl 3, Owl Labs

Price range:

- Owl 3 = \$1,019.00
- Owl 3 & Expansion Mic = \$1,198.00
- Owl Labs Hard-sided Carrying Case = \$193.00
- Owl 4+ = \$1,999.00
- Owl Bar = \$1,799.00

Features	Meeting Owl 3	Meeting Owl 4+
Output Resolution	1080p full HD	4K Ultra HD
Camera sensor	16MP	64MP
Processing Power	Qualcomm® Snapdragon™ 605	Qualcomm® Snapdragon™ 8250
Locking mechanism	Option to add on K-lock adapter	Built-in K-lock mechanism
Color	Grey	Charcoal
Streaming Indicator	Owl eyes only	Owl eyes or alternate LED
Internet Connection	Enterprise WiFi only	Enterprise WiFi or Ethernet with a USB adapter
Power	Via outlet only	Via outlet or PoE adapter

 <b>Meeting Owl 4+</b> Our most advanced all-in-one video conferencing device, now with 4K Ultra HD 360° video. \$1,999	 <b>Meeting Owl 3</b> Center-of-room camera zooms in on speakers' faces for a face-to-face view. \$1,049	 <b>Owl Bar</b> Front-of-room camera, mic, and speaker allows remote participants to see all the action at once. \$1,799
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