



**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 1st Quarter review of revenues, expenditures, and projections for the remainder of the year.

5. Business

- 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.