Duchesne County Library System

Regular Board Meeting
June 16, 2024 @ 4:30 PM: Roosevelt Branch

Conducting: Vice Chair Deb Evans. The meeting began at 4:33 p.m.

Welcome / Roll call: Vice Chair Deb Evans, Jesse Walker, Jenny Adams, Daniel Mauchley, Kathryn Crapo, Secretary Amy Snow. Absent: Chair Jessica Shaw, Commissioner Irene Hansen.

June 2024 minutes approval. The board reviewed the June minutes. Kathryn Crapo made a motion to approve the minutes as written with a second by Jesse Walker. The minutes were approved unanimously.

Board Training: The board reviewed Board Officer Duties before holding the annual officer elections.

2024-2025 Board Officer Elections. Jenny Adams nominated Jessica Shaw to be the Duchesne County Library Board Chair with a second by Jesse Walker. No other nominations were made. The board voted unanimously in favor of Jessica Shaw to be the Chair.

Jesse Walker nominated Deb Evans with a second by Jenny Adams to be Vice Chair. No other nominations were made. The board voted unanimously in favor of Deb Evans as Vice Chair.

Jenny Adams nominated Amy Snow to be Secretary with a second by Jesse Walker. No other nominations were made. The board voted unanimously in favor of Amy Snow as Secretary.

Review of Internet & Online Access Policy. The board reviewed the policy and the proposed addition of a more comprehensive list of prohibited and malicious behaviors. The proposed revisions better align the policy with the Federal Children's Internet Protection Act. The revision will be brought for approval at the next regular meeting.

2025 Budget Review. The board reviewed the budget. The board continued to discuss the possibility of continuing or discontinuing the hot spot lending program. The current cost of the hotspot program is $5500. There is a possibility that the Federal Communications Commission will provide funding through their E-Rate program to pay for a portion (70%) of library hotspot programs soon. It was decided to discontinue local funding of the hot spot program at the end of 2024. Though connectivity is important, the significant budget supports less than 2 dozen households annually on average, as they continue to rotate onto the hold list for the hotspot over and over. The local funds could be used for other projects that have a larger reach to more patrons. If the FCC does approve funding of a large portion of the cost of hotspots, the program will be reinstated.

There is a total proposed 2025 budget increase of $31,437 (staff cost increase is $26,437). The library told the public in our public meetings for the new Roosevelt Library, that the library would utilize the funds saved for the project first before looking at raising taxes. The great majority of that savings has been used up in construction costs and capital costs for furniture, furnishings, and equipment. The library still needs to have a savings for large equipment replacement costs in the future and to have a buffer against a major downtown in revenues such as COVID in 2020. The need to go through the truth in taxation process will likely be necessary in 2025. The board voted unanimously in favor of recommending the proposed budget, as written, to the county commission.

Duchesne Branch Remodel Update. Due to more asbestos mitigation, the completion date is now the end of November 2024. A lot of work has been completed. Good progress has been made including a lot of framing and mostly completed demolition in the building.

$16,700 Roosevelt Laptop Cart Grant Received through the Library Services and Technology Act. This grant provided by the Institute of Museum and Library Services and administered by the Utah Department of Cultural and Community Engagement and the Utah State Library Division will fund 15 laptops and a charging the cart. The laptops will be used to teach technology courses at the library. The laptops can also be used by community groups while in the library for their public events. Individual patrons can also check out a laptop to use while in the library.

Introduce Self-Checkout Service. The self-checkout service is now installed and available for use at Roosevelt Branch. It helps to have an extra check-out station when the circulation desk is busy and provides patron's privacy during checkout if desired. Director Mauchley demonstrated to the board how the self-checkout station works.

Public comment. No public comment.

Review of June Statistics/Budget/Consent Agenda. The board reviewed the June statistics and budget.

Questions. There were no questions.

Next meeting: Tues. Sep. 17, 2024, 4:30 PM – Duchesne County Administration Offices

The meeting adjourned at 5:23 p.m.

THESE MINUTES ARE PENDING AND WILL BE APPROVED AT THE NEXT REGULAR MEETING.

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Amy Snow, Secretary