



**Wasatch County Library
Library Board Meeting Minutes
Friday, July 19, 2024**

Hybrid meeting: This electronic meeting is held via Zoom, with an in-person anchor location in the Board Room of Wasatch County Library.

In attendance in person: Mitzi Nelson, Outgoing Board Chair; Amber Koecher, Outgoing Member-at-large; Angela Edwards, Library Assistant Director; Juan Lee, Library Director; Brian Clark, Visitor.

In attendance virtually: Cristina Spicer, Incoming Board Chair; Danny Goode, Outgoing Secretary; Luke Searle, County Council.

Excused: None.

1. Call to Order & Welcome: 1:34 PM – Mitzi Nelson, Outgoing Board Chair. Cristina Spicer was recognized as the incoming Board Chair for 2024-2025. Cristina joined the meeting virtually while traveling and asked Amber to conduct this meeting in her place. From this point forward, the Board meeting was conducted by Cristina.

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 May 17, 2024, made by Mitzi. Seconded by Cristina. Approved. Amber abstained from voting as she was not present at the May 17, 2024, meeting.

4. Consent Agenda Items

- **Library Director's Report.** Juan presented the Director's Report of Activities for May-June and June-July. A couple of last-minute items that were not included in the report are:
 - Highlights of Summer Reading programs.
 - Work in the computer lab may start as soon as August 5, 2024, to remove the carpet and prepare the cement floor. A contractor may be needed to do this job.
 - The State Library is now using the GALE company to provide access to premium research databases for all Utah residents. The databases are comparable to the EBSCO products we used in the past, but the user interface is much easier to navigate. User only need their library card number to access the databases. Juan hopes to have the links available from the library website soon.
- **Report of Year-to-date Expenditures:** Juan presented an updated report of expenses as of June 30, 2024. Juan met with Heber Lefgren, County Manager's Office, for the 2024 2nd Quarter review of revenues, expenditures, and projections for the remainder of the year.

5. Business

- A. **DISCUSSION:** Establish a library policy for public comments during a Library Board meeting.
- The policy needs some language to guide online participation. Cristina volunteered to help with that part.
 - **TO DO:** Juan will send Cristina the updated redline document.
- B. **DISCUSSION:** Process for appointment of Library Board members.
- The County Manager's Office is trying to standardize the process for filling public Board vacancies across the County.
 - Brief discussion about the process the library will follow from now on.
 - Juan will post the Board vacancy on August 1.
 - The posting will include language that mentions that this vacancy results from Danny Goode concluding the unexpired term left when Heather Epperson resigned from the Board.
- C. **REPORT:** Get a quote from Utah Correctional Industries (UCI) for the library re-upholstery project.
- In December 2019, the library received a quote from UCI for \$6240 to reupholster library seating furniture:
 - 50 chairs \$1750
 - 13 lounge chairs (two-tone fabrics) \$2665
 - 5 loveseats (two-tone fabrics) \$1625
 - Pickup & delivery \$200
 - Juan is still in the process of contacting UCI for an updated quote.
 - Depending on the total cost, we may be able to use the library maintenance fund for this project.
- D. **REPORT:** Prices for an OWL Camera, Mic, and Speaker system.
- Owl 3 (currently in use by the County IT Department) is about \$1,000
 - Owl 4 (newer technology) is about \$2000
 - Carrying case is about \$200
 - Juan recommends delaying the purchase of an Owl for the library and continue borrowing the device from the IT Department. If that device becomes unavailable, then we can explore purchasing one to be used in library meeting rooms upon request.
- E. **INFORMATION SHARING:** Highlights from the American Library Association Annual Conference.
- Full discussion tabled for next Board meeting.
 - Resource for Trustees: United for Libraries <https://www.ala.org/united>
- F. **LIBRARY BOARD ASSIGNMENTS** for July 2024 – June 2025.
- Mitzi read the responsibilities for each position on the Library Board according to the current Board bylaws.
 - **TO DO:** Juan will email these responsibilities to all Board members as a reminder. Any questions or concerns can be discussed at the next meeting.

6. Call for Agenda Items for Next Meeting

- A. DISCUSSION: Establish a library policy for public comments during a Library Board meeting.
- B. INFORMATION SHARING: Highlights from the American Library Association Annual Conference.
- C. UPDATE: Makerspace project.
- D. DISCUSSION: Utah's Open and Public Meetings Act
TO DO: Juan will email the State of Utah training link from the Office of the State Auditor.
<https://training.auditor.utah.gov/courses/open-and-public-meetings-act-training-2024>
- E. DISCUSSION: Friend of the Library.

MOTION to adjourn the meeting at 2:52 PM made by Mitzi. Seconded by Luke. Passed.

Next meeting: Friday, August 16, 2024, 1:30 PM.

DRAFT