

09/20/2024 10:00 a.m. Library Board Meeting Minutes – APPROVED

Board Members Present: Karen England (Library Director), Sonja Norton (County Commissioner), Heather McKee (Chair), Katie Jensen, and Linda Nay.

Board Members Attending Remotely: Mary Fontes (Secretary), Vail Batty, and Amanda Jenkins.

Other Attendees: Chrystal Summarell (Assistant Director), with Stacia Watkins (Librarian) taking the minutes.

1. Welcome

The meeting started at 10:02 a.m.

2. Approval of August Minutes

Linda moved to approve the August minutes as presented. Katie seconded. The motion passed unanimously.

3. Budget for 2025

For the detailed report of the draft 2025 budget discussed, please see the document titled “Uintah County Library Draft 2025 Budget” on the Utah Public Notice website.

Karen presented the budget for the past three years and the requested budget for 2025, highlighting changes in salaries and inflation rates. Salary budget increases are not included in the current budget details, as the Library is working on a more sustainable salary structure. The majority of the requested budget increases are to account for inflation on operating expenses and resources. The Library has been in a deficit spending situation since 2021, spanning fiscal years 2021-2024.

A significant increase is proposed for the education and training budget line item. This will cover staff development through coding classes, seminars, and conference attendance (e.g. Koha, ULA). The education and training budget request was reduced from the original proposal, but the Library is still very pleased with the approved amount.

The budget is considered fluid, as some 2024 actual figures may have changed since the August 30th cutoff date used in the materials. The Library's budget is separate from the county's general budget, as the Library has its own dedicated tax revenue source. However, any changes to that tax revenue through the upcoming election could impact the Library's final approved budget.

The Regional History Center (RHC) budget has gone over in certain line items, and the Library is

tracking those overages closely rather than allowing internal budget transfers between different budget accounts within the Library's overarching budget. The goal is to get a more accurate understanding of the Regional History Center's regular annual operating costs. Currently, the shifting of funds between accounts makes it difficult to pinpoint where the budget is being exceeded.

Karen emphasized the importance of tracking the Regional History Center's spending closely, as the overages in some areas are likely to be a recurring issue that needs to be addressed in future budgets. The Library wants to avoid a situation where one budget line goes significantly over while others are underspent, creating an inaccurate financial picture.

The Library has a fund balance or savings that they have not had to dip into in previous years (2021-2023). However, if they spend everything they are proposing for the 2025 budget, they will need to dip into the Library's savings by \$40,000. Karen mentioned they are trying hard to avoid having to dip into the Library's savings, as this has not been necessary in previous years. The Library budget was previously cut quite a bit, and they are hoping to restore some of that funding, as costs have gone up.

4. Collection Development Policy

Mary joined the meeting at 10:07 a.m. and Vail joined the meeting at 10:09 a.m.

Heather wondered whether we needed to set a specific time limit for the director and board to read, watch, or listen to any challenged resource. Karen explained that it was left vague to accommodate for materials with varying lengths and depths of content, as well as external time constraints on the director and board members.

Heather would like to add "the" before "Uintah County Library Board" in the second-to-last paragraph.

Karen would like to strike "genetic information" from the list of reasons for which materials will *not* be excluded.

Linda moved to approve the Uintah County Library Collection Development Policy with the proposed amendments. Sonja seconded. The motion passed unanimously.

The approved policy may be viewed on the Library website.

5. Statement of Concern

Heather recommended striking "Form adopted by the Uintah County Board of Directors September 20, 2024."

Katie suggested putting a QR code linking to the Collection Development Policy in the spot on the front page where the "More Information" box currently resides.

Mary moved to approve the Statement of Concern About Library Resources with the proposed changes. Linda seconded. The motion passed unanimously.

The approved Statement of Concern About Library Resources may be viewed on the Library website.

6. RHC Doughboy Memorial 100-Year Anniversary

Michelle Fuller with the Regional History Center (RHC) has organized an event to celebrate the 100th anniversary of the Doughboy Memorial placement in Vernal. The goal is to raise \$3,500 through community donations, and they have currently raised \$1,400. The funds will be used to produce a high-quality video and commercial clip for social media, as well as a full-length production for in-person viewing. The Library will be open during the event, but only the large conference room downstairs will be accessible. A staff member will be present to ensure order and cleanliness.

7. Veterans Day Commemorative Program and Exhibit

Amanda left the meeting at 10:38 a.m.

A special program to commemorate 100 years of the “Spirit of the American Dough Boy” memorial is being planned for Veterans Day on November 11th. A special program will be presented to the community to commemorate the historic monument and the fallen U.S. Veterans of the community. The Uintah County Heritage Museum will be showcasing Doughboy, World War I, and World War II exhibits for the public to enjoy.

The events at the Library and Museum are being coordinated with the Uintah County Conference Center, which is also hosting a flag retirement ceremony during the same time. They are promoting each other's events. Michelle has been working hard to get the word out and ensure the event is well-attended, including contacting the National Guard. Recommendations were made to involve Lesha Colthorp from Travel & Tourism in promoting the fundraising efforts and the event.

8. Public Comment (3 minutes per person, maximum of 15 minutes)

None.

9. Next Meeting Date

The next board meeting is scheduled for Thursday, October 17th at 10:00 a.m.

10. Adjourn

Sonja moved to adjourn the meeting. Linda seconded. The meeting adjourned at 10:45.