

Grantsville City Library Board of Trustees  
Meeting Minutes  
Thursday, January 4, 2024, 4:15 p.m.  
**Approved February 1, 2024**

**Trustees in Attendance:**

Tara Bell  
Janet Craven  
Tana Dixon  
Stacy Given  
Sharon Kuttler  
Arlene Mair

**Additional Attendees:**

John Ingersoll, Director  
Jolene Jenkins, City Council Liaison

**Absent:**

Aiden Hopper, High School Liaison

A. Call to Order:

The meeting was called to order by Janet Craven at 4:15 p.m.

B. Roll call of members: Attendance was recorded as indicated above.

C. Minutes: Tana Dixon moved to approve the December 7, 2023 meeting minutes.  
Tara Bell seconded the motion. The motion passed unanimously.

D. Public Comments: none

E. Community Advocacy:

1. John wants to have a Creche event in the library next December. Arlene has over 300 creches. John will talk with the mayor about this event. Tara would like to see more Christmas decorations sponsored by the City.
2. John developed a Google Doc and sent it to his staff for input about events and programs. John would like to teach a class about writing memoirs, perhaps in May.

F. Director's Report:

1. The library sponsored a Red Cross Blood Drive on a Monday in December.
2. The library offered nine Santa visits in December. A mailbox was displayed for kids to write and send letters to Santa.
3. John was invited to participate in the Shop-with-a-Cop program at the Grantsville High School, which started at 4:30 am. Santa arrived in a helicopter around 6:30 am. After breakfast, the kids were paired with police and taken to Walmart to shop. The vending machine at the library's entrance supports this program.
4. Grantsville City Library qualified again as a certified library through the Utah State Library. We were awarded CLEF funds of \$5100 this fiscal year, which

can be used for collection development, technology for the public, and programming.

G. New Business:

1. Election of 2024 Officers - Janet nominated Arlene Mair as Chair for 2024. Tana nominated Stacy Given as Vice-Chair. Sharon Kuttler agreed to serve as secretary again in 2024 if elected. Tara Bell moved to put forward a slate of officers for 2024 consisting of Arlene Mair as Chair, Stacy Given as Vice-Chair, and Sharon Kuttler as Secretary. Tana Dixon seconded the motion. The Board approved the new officers unanimously.
2. Meeting Time and Date Changes - 2024 meetings will continue to be held on the first Thursday of each month at 4:15 pm.
3. Strategic Plan Annual Review - a spreadsheet was distributed showing which goals have been completed, are in progress, or have been discarded. The Board discussed furniture replacement, encouraging staff to attend conferences, and establishing a Friends group for fundraising. A new strategic plan will be developed this year for 2025-2028. Public, staff, and Board input is welcome. Janet suggested we add a goal in the next Strategic Plan to establish Little Free Libraries in Grantsville (the High School built 6 Little Free Library boxes). Tara would like to include increasing library hours, particularly Saturday hours, in the next Plan.

H. Unfinished Business:

1. 2.15 Policy Update, Staff Background Checks - John showed the policy to the city attorney. Stacy Given moved to approve Policy 2.15. Arlene Mair seconded the motion, and Policy 2.15 was unanimously approved.
2. Scott Bevan will be our new City Council Liaison.

- I. The meeting was adjourned at 5:08 p.m. on a motion by Tana Dixon, seconded by Arlene Mair.

Our next meeting is scheduled for 4:15 pm on Thursday, February 1, 2024, at the Grantsville City Library, 42 North Bowery Street, Grantsville, Utah. It will also be available through Zoom.

Documents Distributed:

- a. Agenda for the January 4, 2024 Library Board Meeting
- b. Director's Report dated January 1, 2024
- c. Draft Minutes of the December 7, 2023 meeting
- d. Draft of proposed Policy 2.15: Criminal Background Check Policy
- e. Strategic Plan Annual Review spreadsheet