

Grantsville City Library Board of Trustees
Meeting Minutes

Thursday, September 5, 2024, 4:15 p.m.

Approved October 10, 2024

Trustees in Attendance:

Tara Bell
Janet Craven
Tana Dixon
Stacy Given, Vice-Chair
Sharon Kuttler, Secretary
Arlene Mair, Chair

Additional Attendees:

John Ingersoll, Director
Aiden Hopper, High School Liaison

Absent:

Scott Bevan, City Council Liaison (excused)

A. Call to Order:

The meeting was called to order by Arlene Mair at 4:17 p.m.

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

C. Tara Bell moved to approve the August 1, 2024 meeting minutes.

Tana Dixon seconded the motion. The motion passed unanimously.

D. Public Comments: None

E. Trustee Training: Merrily Cannon, Library Development Program Manager, Utah State Library and Rachel Haberman, Grants Coordinator & Library Consultant, USL.

Merrily's presentation was on governance, planning, policy, finances, public relations, and continuing education, which can all be found in the Trustee Manual. The basic roles and responsibilities of libraries are in the Utah Code. It's important for the Library Board to be transparent and respectful and avoid conflicts of interest.

There is a Trustee and Board Self-Evaluation in the Trustee Manual. Be familiar with the Board's Bylaws. Merrily spoke about the State Library's Statistical Annual Report, the Summer Reading Report, and general grants reports. The annual CLEF grant awards State-appropriated dollars to libraries annually. The State Library also offers Book Club sets, databases, Libby, and consultants to assist libraries. The State Library recertifies public libraries by requiring them to meet certain benchmarks.

The Library Board helps create a long-range plan and reviews it annually. Community surveys and focus groups are helpful. The Board also adopts and reviews policies. Important policies include Collection Development, an Internet Online Access policy, and a Privacy policy. Review policies every 3 years. Merrily suggested we visit the library at different times. Let people know you are on the library board and build relationships with the public and city government to help meet community needs. <https://library.utah.gov/trustees/> - Library Trustee Center.

F. Community Advocacy:

1. Honey Harvest Festival - Oct 11 & 12 - John does not know if the city plans to participate, but the Library will have a table at the event.

G. High School Liaison Update:

1. Aiden distributed a September calendar of High School events.
2. Aiden asked if the Library wants to do something for Homecoming, such as a watch party or participate in the parade on September 27 at 5 pm. John will contact the Senior Center's director and Tooele County Health Department to see if the library and Senior Center could jointly sponsor either a tailgate party or a watch party. Arlene will try to get T-shirts to raffle off.

H. Director's Report:

1. PTA Back-to-School Barbeque - it went well but was very windy
2. John has been working with the city to apply for Walmart's Spark Grants. If approved, the city could receive up to 25 annual grants for up to \$5,000 each. John is also applying for the Utah Education Network and Utah State Library Digital Opportunity Competitive Grant.
3. The Healthy Community Award was awarded to Grantsville. One city that received the award provides blessing boxes filled with food and other needed items for their community. John wants to look for ways to help our community.

I. New Business:

1. Annual Director's Evaluation - Sharon will email all Board members a link to the evaluation tonight. We will discuss the results at October's meeting.
2. Several trustees cannot attend the next scheduled meeting on October 3. It was decided to change the meeting to October 10th.

J. Unfinished Business:

1. Policy Revisions - 2.09 Reference & 2.10 Special Collections - a few revisions were suggested by the trustees. John will incorporate the changes and we will vote on the policies in October. Special Collections materials have not been cataloged. Stacy encouraged John to have the materials cataloged.

K. The meeting was adjourned at 5:39 p.m. on a motion by Stacy Given, seconded by Janet Craven.

Our next meeting is scheduled for 4:15 pm on Thursday, October 10, 2024 at the Grantsville City Library, 42 North Bowery Street, Grantsville, Utah.

Documents Distributed:

- a. Agenda for the September 5, 2024 Library Board Meeting
- b. Director's Report dated September 1, 2024
- c. Draft Minutes of the August 1, 2024 meeting
- d. Grantsville High School September Calendar provided by Aiden Hopper