

11/15/2024 2:00 p.m. Library Board Meeting Minutes - APPROVED

Board Members Present: Karen England (Library Director), Heather McKee (Chair), Mary Fontes (Secretary), Amanda Jenkins, and Katie Jensen.

Board Members Attending Remotely: Sonja Norton (County Commissioner) and Vail Batty.

Excused: Linda Nay.

Other Attendees: Chrystal Summarell (Assistant Director) and Karina Valencia (Uintah County Paralegal), with Stacia Watkins (Librarian) taking the minutes. A member of the public, Susan, also attended remotely.

1. Welcome

The meeting started at 2:00 p.m.

2. Approval of August Minutes

Mary moved to approve the September minutes as presented. Katie seconded. The motion passed unanimously.

3. Library Board Meeting Schedule and Potential By-Law Amendment

Amanda moved to amend the regular meeting schedule to the third Wednesday at 1 p.m. Sonja seconded. The motion passed unanimously. The board will not meet in December. The following meeting will be on January 15th.

4. Tentative Board Meeting Schedule 2025

Following the previous amendments, the board meeting schedule for 2025 is as follows:

- Wednesday, January 15th
- Wednesday, February 19th
- Wednesday, March 19th
- Wednesday, April 16th
- Wednesday, May 21st
- Wednesday, June 18th
- Wednesday, July 16th
- Wednesday, August 20th
- Wednesday, September 17th
- Wednesday, October 15th
- Wednesday, November 19th
- Wednesday, December 17th

5. Library Closures in December

Karen would like to propose a closure from December 25th-29th for major library cleaning, shelf reorganization, and inventory. Our patron numbers are usually very low during this time period. This proposal is mainly to improve efficiency for these tasks without patrons in the library. We would be open the following Monday (the 30th) and part of Tuesday (the 31st).

Amanda moved to approve the closure for December 25th-28th, and early closures on the 24th and 31st. Mary seconded. The motion passed unanimously.

6. Tentative Library Closure Schedule 2025

See the attachment labeled "[Uintah County Library 2025 Closure Dates](#)" on the Utah Public Notice Website.

The library will be closed for all County Holidays, plus two staff development days. These days would be used for professional development, such as training by the State Library and training with our fellow consortium members. The closure during the Christmas break is not currently scheduled for 2025.

The library closes for Holly Days mainly because it functions as a pit stop, and resource usage is very low outside of bathrooms.

Heather wondered if there is a State standard for how many days we're required to be open. Karen explained that it is determined by our size, and we far exceed that based on how long we are open on a given day. Amanda would like to revisit the discussion on our operating hours at some point in the future.

Amanda moved to approve the closure dates as presented for 2025. Katie seconded. The motion passed unanimously.

7. 2025 Budget Discussion

See the attachment labeled "[Draft 2025 Budget](#)" on the Utah Public Notice Website.

Key points of discussion on Fund 4580 includes the following:

- Line 210 Periodicals & Newspapers – We have exceeded the \$3500 budgeted for 2024 due to inflation, so we would like to increase that to \$4000.
- Line 273 RFID Equipment Maint. – We exceeded the \$18,000 budgeted for 2024, again due to inflation. We would like to increase that to \$20,000.
- Line 292 Cell Phone – We need to add a cell phone plan for Daren, who was recently hired at the library and who uses his cell phone for work. The increase would be from \$900 to \$1200 for that.

Mary wondered where the funds are coming from to cover these expenses. Sonja explained that there is a line item in the county budget to put money toward the library because they were not able to

65 approve a raise in property taxes to accommodate the adjustment. The money is coming from the coun-
66 ty's fund balance.

67 Karen also explained that while we have gotten close to our budget in the last four or five years,
68 we have not actually had to pull from our savings to meet budgetary demands. She is hopeful that with
69 the money from the county, we will not have to dip into our savings.

70 Karen is asking for approval from the board so that salaries can be adjusted to market value,
71 including promotions based on time, merit, and educational achievements. She is asking to increase the
72 budget not only for merit promotions, but for cost of living. She and Chrystal are working through the
73 job descriptions to solidify the benchmarks needed to advance between positions.

74 While Heather agrees that matching the market value is important, she is concerned about
75 whether we will be financially stable and not overspending our budget. Karen explained that this is
76 money that the library does have, and the goal is not to go over budget, which is our goal each year.
77 Several board members agreed that matching the market value is important.

78 Katie moved to approve Fund 4580 for the 2025 library budget as presented. Mary seconded.
79 The motion passed unanimously.

80 Inflation has hit the Regional History Center (RHC) hard. Key increases for Fund 4582 are as fol-
81 lows:

- 82 • Line 215 Publications – Previously the funds for the Outlaw Trail Journal were in a different ac-
83 count, so the funds for that are being moved specifically to this line to reflect actual expendi-
84 tures.
- 85 • Line 210 Periodicals & Newspapers – The RHC has overspent on this line, largely due to inflation,
86 so we would like to increase that from \$600 to \$800.
- 87 • Line 220 Subscriptions & Memberships – Previously the library had a subscription to Ances-
88 try.com for use inside the library, which cost about \$5000 annually and which only 8 people
89 used. Seeing as it was not cost effective, the product was cancelled and a smaller subscription
90 purchased for the RHC staff to use at a must lower rate.
- 91 • Line 245 Postage – The county has requested that the RHC set up their own postage account to
92 streamline the postage process instead of using the Library's postage meter. They have spent
93 \$580.39 in 2024, so Karen would like to increase that line from \$500 to \$700 to cover their
94 needs.
- 95 • Line 260 – The contract on the existing Xerox machines used by the RHC has expired, necessitat-
96 ing a need for new equipment. Karen is requesting an increase from \$800 to \$2000 to ensure
97 the RHC has sufficient funds for office supplies and equipment.
- 98 • Line 610 – To make the Outlaw Trail Journal more viable and of more interest, Karen would like
99 to put \$400 toward making it available digitally, such as on Kindle devices. This would give the
100 RHC another source of income and get the Journal out to more people.

101 Heather expressed that while she agrees with the increases, she still has concerns about where

the funds are coming from. Karen addressed the concerns by referencing how much of the funding comes from property taxes, and how much the property values have been going up. She also commented that the Main Street revitalization increases the value of businesses, which brings much more into the library tax line than a residential home.

Amanda moved to approve Fund 4582 for the 2025 Regional History Budget as presented. Katie seconded. The motion passed unanimously.

8. Meeting Room Policy Amendments

See the attachment labeled "[Library Meeting Room Policy Draft \(Nov 2024\)](#)" on the Utah Public Notice Website.

Amanda wondered why we added the line in 1.4. We would like to open it up for more entertainment purposes. The caveat is that if patrons held something like a family reunion, they would have to allow anybody to walk in to participate.

All presented changes are to protect the asset of the room, the patrons, and the staff.

Mary moved to approve the Uintah County Library Meeting Room Policy as amended. Amanda seconded. The motion passed unanimously.

9. Library Use Policy Amendments

See the attachment labeled "[Library Use Policy Draft 2024](#)" on the Utah Public Notice Website.

We are limiting the full access cards to those who pay property taxes into the library. This is mainly because the e-content is so expensive and residents likely do not want to pay taxes for someone else to use these expensive resources.

Mary moved to approve the Library Use Policy as amended. Amanda seconded. The motion passed unanimously.

10. Board Member Items

Vail wondered if there has been an update on Avalon. Nothing has changed. Sonja will follow up on that.

Heather wanted it made known that Katrine Myers has also begun harassing board members, such as trying to contact her through text, email, and contacting her through family members. She presented documentation of her attempts to contact her before the board meeting. See attachment labeled "[Katrine Myers Public Comment](#)" on the Utah Public Notice Website.

As the incident referenced is an ongoing issue with legal counsel, it was recommended that Heather speak with the county's legal counsel on how best to respond to Mrs. Myers' concerns. It was

133 emphasized that the library and board members follow the same process as we would with any other
134 patron to ensure fair treatment.

135 If she would like to attend a board meeting to make a public comment, arrangements will be
136 made to meet off library property so as not to interfere with the no-trespass order against Mrs. Myers.

137 **11. Public Comment (3 minutes per person, maximum of 15 minutes)**

138 None at this time.

139 **12. Next Meeting Date**

140 The next board meeting is scheduled for January 15th at 1:00 p.m.

141 **13. Adjourn**

142 Mary moved to adjourn the meeting. Amanda seconded. The meeting adjourned at 3:55 p.m.