

1 **01/15/2025 1:00 p.m. Library Board Meeting Minutes - PENDING**

2 **Board Members Present:** Karen England (Library Director), Heather McKee (Chair), Mary Fontes (Secre-
3 tary), Sonja Norton (County Commissioner), Vail Batty, Amanda Jenkins, Katie Jensen, and Linda Nay.

4 **Other Attendees:** Daren Kelly (Library IT Systems Manager), Karina Valencia (Uintah County Paralegal),
5 and Katrine Myers (patron) were also present, with Stacia Watkins (Librarian) taking the minutes.

6 **1. Welcome**

7 The meeting started at 1:00 p.m.

8 **2. Approval of November Minutes**

9 Amanda moved to approve the November minutes as presented. Mary seconded. The motion
10 passed unanimously.

11 Sonja joined the meeting at 1:05 p.m.

12 **3. Library Standards of Conduct Amendments Discussion and Vote**

13 See the attachments labeled “Library Standards of Conduct MARK-UP DRAFT 2025” and “Library
14 Standards of Conduct APPROVED 2025” on the Utah Public Notice Website.

15 Amanda had a question about what an unaccompanied minor (age 8 or younger) would entail,
16 referring to item 16. “Unaccompanied minor” would mean no parent or guardian of the minor is in the
17 building. Discussion led to striking the last sentence in item 16, leaving only the first sentence in that
18 section.

19 Linda joined the meeting at 1:15 p.m.

20 The board went over sections 8, 9, and 10 under Staff Enforcement of the Rules. This section
21 establishes a timeline for when library privileges are restricted or when a patron is barred from the li-
22 brary, when appeals can be made, and when responses can be expected. A timeline had not been previ-
23 ously established in older versions of the Standards of Conduct.

24 Vail joined the meeting at 1:25 p.m.

25 Mary moved to approve the Library Standards of Conduct with the recommended changes (pre-
26 sent in the above-referenced attachments). Katie seconded. The motion passed unanimously.

27 **4. Library Director Job Description Discussion**

28 See the attachments labeled “Library Director Job Description CURRENT” and “Library Director

29 Job Description PROPOSED” on the Utah Public Notice Website.

30 Karen explained that the current library director job description on the county website has not
31 been revised since March of 2007. She has been working with the Human Resources Director, Tonya
32 Craven, to revise this job description for several months. Tonya is revising job descriptions for all the
33 departments in the County.

34 Katrine Myers, a member of the public, joined the meeting at 1:45 p.m.

35 Vail wondered if Tonya had looked at other libraries as well. Karen explained that they had
36 looked at many libraries, especially small rural libraries. She also explained that this position is unique in
37 that Karen is also the director of a museum.

38 No vote was taken during this meeting.

39 **5. Avalon Discussion**

40 Vail talked with Sonja about having a public meeting with the Avalon community to see what
41 the plan is and what everyone would like to do with that Avalon location. She would like to explore the
42 idea of turning the library side of that building into more of a children’s area.

43 Discussions are under way about removing the Avalon Center as a library budget line, establish-
44 ing responsibility elsewhere in the county, and reallocating the funds for outreach opportunities
45 throughout the rest of the county as well. In that case, the computers would also be under the jurisdic-
46 tion of whoever takes responsibility for the Avalon Center. The library would no longer be involved out-
47 side of outreach opportunities. Daren explained how the transfer of responsibility would happen for the
48 computers in terms of passwords, licenses, and so on.

49 Vail also suggested partnerships with the USU extension for the library. She has been in contact
50 with them about doing activities in the Avalon Center for their community.

51 Vail also asked whether she and the Avalon should start weeding the books in anticipation of
52 changes to the Avalon Center and its purpose. Karen explained that the books belong to the Avalon
53 Community, not the library, so they are at their liberty to do what they will with them.

54 **6. Board Member Items**

55 Sonja announced that Karen has officially passed her probationary period.

56 **7. Public Comment (3 minutes per person, maximum of 15 minutes)**

57 Katrine Myers wanted clarification about an email she received from the library in December
58 since she was trespassed from library property in October. She wanted clarification on whether the

59 email was referring to that incident, or whether it was something different. She also wanted to know if
60 the ban extends to her entire household. Karina clarified that the email she received is related to the
61 October incident, and that the email is part of library policy and procedure. She also clarified that the
62 barring is specific to Katrine, not her family.

63 **8. Next Meeting Date**

64 The next board meeting is scheduled for February 19th at 1:00 p.m. at the library.

65 **9. Adjourn**

66 Mary moved to adjourn the meeting. Amanda seconded. The meeting adjourned at 2:10 p.m.