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

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

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

1. Welcome

The meeting started at 1:00 p.m.

2. Approval of November Minutes

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

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

3. Library Standards of Conduct Amendments Discussion and Vote

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

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

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

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

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

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

4. Library Director Job Description Discussion

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

Job Description PROPOSED" on the Utah Public Notice Website.

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

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

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

No vote was taken during this meeting.

5. Avalon Discussion

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

Discussions are under way about removing the Avalon Center as a library budget line, establishing responsibility elsewhere in the county, and reallocating the funds for outreach opportunities throughout the rest of the county as well. In that case, the computers would also be under the jurisdiction of whoever takes responsibility for the Avalon Center. The library would no longer be involved outside of outreach opportunities. Daren explained how the transfer of responsibility would happen for the computers in terms of passwords, licenses, and so on.

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

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

6. Board Member Items

Sonja announced that Karen has officially passed her probationary period.

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

Katrine Myers wanted clarification about an email she received from the library in December since she was trespassed from library property in October. She wanted clarification on whether the email was referring to that incident, or whether it was something different. She also wanted to know if the ban extends to her entire household. Karina clarified that the email she received is related to the October incident, and that the email is part of library policy and procedure. She also clarified that the barring is specific to Katrine, not her family.

8. Next Meeting Date

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

9. Adjourn

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