



Uintah County Library Board

1 **02/19/2025 1:00 p.m. Board Meeting Minutes - APPROVED**

2 **Board Members Present:** Karen England (Library Director), Heather McKee (Chair), Mary Fontes (Secretary), Amanda Jenkins, Katrina Jensen, and Linda Nay.

4 **Excused:** Sonja Norton (County Commissioner) and Vail Batty.

5 **Other Attendees:** Daren Kelly (Library IT Systems Manager) and Karina Valencia (Uintah County Paralegal) were also present, with Stacia Watkins (Staff Assistant to the Board) taking the minutes.

7 **1. Welcome**

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

9 **2. Approval of January Minutes**

10 Amanda moved to approve the January minutes as presented. Linda seconded. The motion
11 passed unanimously.

12 **3. Library Director Job Description**

13 See the attachment labeled "[Library Director Job Description PROPOSED](#)" on the Utah Public
14 Notice Website.

15 Tonya Craven, the HR Director, has been updating all the job descriptions in the county. The new
16 description is one she worked on with Karen. It was presented at the January meeting but was not voted
17 on. Mary moved to approve the Library Director Job Description as presented. Katie seconded. The motion
18 passed unanimously.

19 **4. Electronic Public Participation Options**

20 It has been requested that we hold our board meetings in a sort of electronic town hall style
21 where the public can enter electronically and participate. We are currently operating within all state
22 code, county code, and the board's by-laws without such methods. We currently do not have the
23 broadband capabilities to support this kind of town hall model, and legally we are not required to.

24 Heather feels that where we get so little participation and attendance in person as is, it is not
25 necessary for the board to look into further.

26 Amanda wondered if any other departments in the county conduct their meeting using an elec-

tronic town hall method. Karina explained that nobody else does. The county commission attempted it during COVID-19, but when comments were turned on, it became very convoluted and difficult to maintain focus on the meeting, so the practice was discontinued.

Linda expressed concern that we would not have the budget to expand our infrastructure to support that kind of electronic town hall.

Linda moved that the board not take part in the electronic public participation option. Amanda seconded. The motion passed unanimously.

5. Standards of Conduct

See the attachment labeled "[Library Standards of Conduct FINAL REDLINE 2025](#)" on the Utah Public Notice Website.

The main changes revolve around a new section titled "STANDARDS OF CONDUCT REGARDING CHILDREN" which outlines the responsibility of parents and guardians for their children while in the library. Questions and concerns about standards and responsibility regarding children while in the library were raised at the January board meeting.

Verbiage will also be changed for consistency across the document. All instances of "individual" or "user" will be changed to "patron".

Mary moved to approve the Standards of Conduct with the proposed changes. Linda seconded. The motion passed unanimously.

6. Meeting Room Policy

See the attachment labeled "[Meeting Room Policy FINAL REDLINE 2025](#)" on the Utah Public Notice Website.

Changes in this document include the following:

- The addition of an Administration Section clarifying administration procedures for scheduling and that the policy is specific to outside reservations, not library-sponsored programs;
- Consistent verbiage throughout the document referring to the responsible party for reservations;
- Moving some points from the Cancellations or Refusals section to the Condition of Use section;
- Differentiating cancellations by the library and by the responsible party;
- Adding an appeals process to the Cancellations or Refusals section; and
- Adding conditions under which fees may be applied for rooms not left in pre-event condition or for not vacating the room at the scheduled time.

Amanda moved to approve the Meeting Room Policy as presented. Linda seconded. The motion passed unanimously.

7. County Fee Schedule (Library) Amendments

See the attachment labeled “[County Fee Schedule Amendments 2025](#)” on the Utah Public Notice Website. Amendments begin on page 8 of this document.

The library’s section of County Ordinance No. 08-26-2024 O1, or the County Fee Schedule, is in need of updates to reflect current practices and upcoming policies to be approved implemented in March. The schedule must first be approved by the board before being presented to the county commission for final approval.

Changes include fees for non-resident library cards, adjusted pricing for prints and copies, Create Space materials, supplies sold at the library, disposal of materials (sale shelf items), and research fees at the Regional History Center. These fees aim to help support the services offered by the library.

Amanda moved to approve the county fee schedule as it refers to the library fee schedule in the Uintah County Ordinance as amended. Linda seconded.

8. Internet and Computer Use Policy

See the attachment labeled “[Public Internet and Computer Access Policy FINAL REDLINE 2025](#)” on the Utah Public Notice Website.

This policy is scheduled for review and updating this year. Changes include the following:

- Changing most instances of “Internet” from using an uppercase I to a lowercase i;
- Updating references to Utah Code, Utah Law, and other legal references;
- Updating references of “Library” to “UCL”;
- Specifying what illegal downloading entails in section 5 of the Public Internet Access User Responsibilities section;
- Adding a liability clause to the Public Internet Access User Responsibilities section regarding downloaded files;
- Removing section 11 from the Public Internet Access User Responsibilities section;
- Removing the Access to Specific Internet Components section;
- Removing the Electronic Connectivity Funded Equipment section, which is no longer available;
- Clarifying language throughout the document; and
- Removing the Uintah County Library Patron Self-Certification of Need for ECF Device(s).

By taking out part 11, we are supporting the First Amendment Right of children to have access

to information on the internet, while maintaining the filters mandated by the state and the government. Daren pointed out that our filter system is run by the Utah Education Network, which also runs the same system used by the school district.

Mary moved to approve the Public Internet and Computer Access Policy with the proposed changes. Linda seconded. The motion passed unanimously.

9. Board Member Items

Linda would like to see the library budget at an upcoming meeting. She wondered who keeps the financial records. Karina explained it is all kept by the Clerk Auditor's office. The director is provided with a budget report this month. Karen offered to forward the budget reports to the library board's shared email each month.

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

None.

11. Closed Session for discussion of the character, professional competence, or physical or mental health of an individual

See the attachment labeled "[Affidavit of Closed Session 2025-02-19](#)" on the Utah Public Notice Website.

Mary made a motion to move into closed session for discussion, reopen the session at the close of this agenda item, and immediately adjourn. Amanda seconded.

12. Next Meeting Date

The next regularly scheduled board meeting is scheduled for March 19th at 1:00 p.m. at the library. A special meeting is scheduled for March 5th at 1:00 p.m. at the library.

13. Adjourn

The meeting adjourned at 2:10 p.m.