



**TREMONTON CITY LIBRARY BOARD MEETING**

**January 15, 2025**

**Meeting held at Tremonton City Court Room**

**102 S. Tremont Street**

**Tremonton, Utah**

Tremonton Library Board Members Present:

Kim Griffiths, Library Director

Beau Lewis, City Council Representative

Becca Ashby, Chairperson

Mike Garrett, Vice Chairperson

Annette Macfarlane, Secretary

Julie Beagley, Board Member

Rick Jeppesen, Board Member

Hayley Kearn, Board Member

Rebecca Jeppesen, Librarian-Secretary

Members Excused:

Megan Moyer, Board Member

Members Absent:

Brad Janssen, Board Member

Garland Library Board Members Present:

Linda King, Library Director

Marci Cox, Chairperson

Wanda Branson, Secretary

Lauren Beutler, Board Member

Krista Jefferies, Board Member

Cindi Johnson, Board Member

Kami Kaufman, Board Member

**LIBRARY BOARD TRAINING**

**6:00 p.m.**

Rachel Lenahan, from Utah State Library, trained the Tremonton and Garland Library Boards on governance responsibilities, ethical values, organization and meetings, working with the state library, roles and responsibilities, strategic or long-range plans, policy making, finances, and public relations.

## **BEAR RIVER VALLEY CONSORTIUM MEETING**

Chairperson Becca Ashby called the Bear River Valley Consortium Meeting to order at 7:00 p.m. The meeting was held at the Tremonton City Court Room at 102 S. Tremont Street, Tremonton, Utah. Those in attendance were Tremonton Library Director Kim Griffiths, Tremonton City Council Representative Beau Lewis, Tremonton Board Chairperson Becca Ashby, Tremonton Board Vice Chairperson Mike Garrett, Tremonton Board Secretary Annette Macfarlane, Tremonton Board Members Julie Beagley, Rick Jeppesen, Hayley Kearn, Tremonton Librarian-Secretary Rebecca Jeppesen, Tremonton Lead Librarian Kori Williams, Garland Library Director Linda King, Garland Board Chairperson Marci Cox, Garland Board Secretary Wanda Branson, Garland Board Members Lauren Beutler, Krista Jefferies, Cindi Johnson, Kami Kaufman, and Rachel Lenahan from the Utah State Library.

### **1. Welcome**

Tremonton Chairperson Ashby opened the meeting.

### **2. Approval of Agenda**

Nobody had any corrections, so the agenda was unanimously approved.

### **3. Dissolve the Bear River Valley Consortium Overdue Policy**

**Motion by Garland Chairperson Cox to approve dissolving the Bear River Valley Consortium Overdue Policy.** Tremonton Board Member Jeppesen seconded the motion. Vote: Tremonton City Council Representative Beau Lewis - aye, Tremonton Board Chairperson Ashby - aye, Tremonton Board Vice Chairperson Garrett - aye, Tremonton Board Secretary Macfarlane - aye, Tremonton Board Member Beagley - aye, Tremonton Board Member Jeppesen - aye, Tremonton Board Member Kearn - aye, Garland Board Chairperson Cox - aye, Garland Board Secretary Branson - aye, Garland Board Member Beutler - aye, Garland Board Member Jefferies - aye, Garland Board Member Johnson - aye, Garland Board Member Kaufman – aye. The motion carried.

### **4. Discuss the Bear River Consortium Circulation Policy**

The Tremonton and Garland Library Boards agreed that the Bear River Consortium Circulation Policy does not need any changes.

### **5. Adjourn the Bear River Valley Library Consortium Meeting and convene the Tremonton Library Board Meeting**

**Motion by Tremonton Board Secretary Macfarlane to adjourn the Bear River Valley Library Consortium Meeting.** Garland Board Secretary Branson seconded the motion. Vote: Tremonton City Council Representative Beau Lewis - aye, Tremonton Board Chairperson Ashby - aye, Tremonton Board Vice Chairperson Garrett - aye, Tremonton Board Secretary Macfarlane - aye, Tremonton Board Member Beagley - aye, Tremonton Board Member Jeppesen - aye, Tremonton Board Member Kearn - aye,

Garland Board Chairperson Cox - aye, Garland Board Secretary Branson - aye, Garland Board Member Beutler - aye, Garland Board Member Jefferies - aye, Garland Board Member Johnson - aye, Garland Board Member Kaufman – aye. The motion carried.

## **TREMONTON LIBRARY BOARD MEETING**

Chairperson Becca Ashby called the Tremonton Library Board Meeting to order at 7:11 p.m. The meeting was held at the Tremonton City Court Room at 102 S. Tremont Street Tremonton, Utah. Those in attendance were Tremonton Library Director Kim Griffiths, Tremonton City Council Representative Beau Lewis, Tremonton Board Chairperson Becca Ashby, Tremonton Board Vice Chairperson Mike Garrett, Tremonton Board Secretary Annette Macfarlane, Tremonton Board Members Julie Beagley, Rick Jeppesen, Hayley Kearn, Tremonton Librarian-Secretary Rebecca Jeppesen, Tremonton Lead Librarian Kori Williams, and Rachel Lenahan from the Utah State Library.

1. Welcome

Tremonton Chairperson Ashby opened the meeting.

2. Approval of Agenda

Nobody had any corrections, so the agenda was unanimously approved.

3. Approval of Minutes from October 16, 2024

Nobody had any corrections, so the minutes were unanimously approved.

4. New Business

a. Summer Reading Party

The Summer Reading Party is scheduled on May 30 from 4:00-8:00 pm. The theme is Color Our World. The board will discuss the party at their April board meeting.

b. Review Open Meeting Policy

The library board reviewed the Open Meeting Policy and will approve it at their next meeting in April.

c. Discuss Blood Pressure Cuff/Monitor Kit Policy

Director Griffiths introduced changes that will need to be made to the Blood Pressure Cuff/Monitor Kit Policy and asked the board members to review the old policy and contact her with any other suggestions and changes that should be discussed.

5. Unfinished Business

a. Vote on Patron Code of Conduct Policy

**Motion by Tremonton Board Member Beagley to approve the Patron Code of Conduct Policy.** Board Member Kearn seconded the motion. Vote: Tremonton City Council Representative Beau Lewis - aye, Tremonton Board Chairperson Ashby - aye, Tremonton Board Vice Chairperson Garrett - aye, Tremonton Board Secretary Macfarlane - aye, Tremonton Board Member Beagley - aye, Tremonton Board Member Jeppesen - aye, Tremonton Board Member Kearn – aye. The motion carried.

b. Discuss Inter-Library Loan Policy

Kim added the revisions that were discussed in the October Library Board Meeting and asked that board members let her know if there is anything else they would like changed. The library board will vote on this policy at their next meeting.

6. Board Reports

a. Library Director's Report

In October, 91 children made Pumpkin Wobble Take and Make crafts, 40 children completed FARE worksheet packets, 106 children participated in the Halloween Seek and Find, 50 children did Take and Make projects, 163 children and parents attended Storytimes, 11 adults participated in Creative Bug Craft classes, and 34 adults attended an adult Murder Mystery Dinner.

In November, 60 children made Turkey Take and Make crafts, 60 children completed STEM Take and Make projects, 158 children participated in a Turkey Feathers Seek and Find, 126 children and parents attended Storytimes, 13 teens participated in a Masquerade Party, and 13 adults attended Creative Bug Craft classes.

In December, 60 children completed Santa Countdown Calendars, 60 children participated in Christmas Activities Bingo, 60 children made Bead Wreaths and Bead Snowflake Take and Makes, 114 children and parents attended Storytimes, 17 adults participated Creative Bug Craft classes, and 250 people attended the Tremonton Christmas Festival.

b. Business Items for the Next Board Meeting

Review 2024-2026 Growth and Objectives Goals  
Vote on Open Meeting Policy  
Discuss Blood Pressure Cuff/Monitor Kit Policy  
Vote on Interlibrary Loan Policy  
Discuss Summer Reading Party

7. Calendar Items

- a. Next Library Board Meeting will be held on April 23, 2025
- b. Adult Computer Help Classes on Wednesdays @ 2-4 p.m. (*Senior Center*)
- c. Children's Storytime and Craft on Fridays @ 10 a.m.
- d. Children's STEM Take'n Make Kits available on 2<sup>nd</sup> and 4th Saturdays
- e. Adult Book Club with monthly book provided by library (*Facebook*)
- f. Adult Book Club Discussion on first Tuesday of month @ 7:30 p.m. (*ZOOM*)
- g. Children's Interactive Display in January: "We Are Unique as Snowflakes"
- h. Children's Bundle Up with Books Reading Challenge: January 1 – February 28
- i. Adult Reading Challenge: January 1 – March 30
- j. Tween STEAM Club: Ozobots on January 7 & 8 @ 4:00
- k. Tween STEAM Club: Growing Crystals on January 14 & 15 @ 4:00
- l. Tween STEAM Club: Robotic Kits on January 21 & 22 @ 4:00
- m. Tween STEAM Club: Escape Room on January 28 & 29 @ 4:00
- n. Summer Reading Party on May 30

8. Public comments: This is an opportunity to address the Library Board regarding your concerns or ideas. Please limit your comments to three minutes.

There were no public comments.

9. Adjournment

Nobody had any other things to discuss, so the meeting was unanimously adjourned.

The meeting adjourned at 7:34 p.m.

The undersigned duly acting and appointed Library Director and Library Board Chairperson for the Tremonton Library Board hereby certify that the foregoing is a true and correct copy of the minutes for the Library Board Meeting held on the above referenced date. Minutes were prepared by Rebecca Jeppesen.

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Kim Griffiths, Library Director

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Becca Ashby, Chairperson

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Rebecca Jeppesen, Librarian-Secretary