



Uintah County Library Board

1 **Regular Board Meeting Minutes – Approved**

2 **Date:** **03/19/2025**

3 **Time:** **1:00 PM**

4 **Location:** **Uintah County Library**

5 **204 E 100 N, Vernal, UT 84078**

6 **Board Members Present:** Karen England (Library Director), Heather McKee (Chair), Mary Fon-
7 tes (Secretary), Katrina Jensen, and Linda Nay.

8 **Board Members Attending Electronically:** Amanda Jenkins.

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

10 **Other Attendees:** Chrystal Summarell (Assistant Library Director) and Karina Valencia (Uintah
11 County Attorney’s Office) were also present, with Stacia Watkins (Library Staff Assistant)
12 taking the minutes.

13 **1. Welcome**

14 The meeting started at 1:03 p.m.

15 **2. Approval of February and March Special Meeting Minutes**

16 Mary moved to approve the February 19th, 2025 meeting minutes and March 5th, 2025
17 special meeting minutes as presented. Linda seconded. The motion passed unanimously.

18 **3. Standards of Conduct Amendment**

19 See the attachments labeled “Standards of Conduct REDLINE March 2025” and “Stand-
20 ards of Conduct FINAL March 2025” on the Utah Public Notice Website.

21 Most amendments to the Standards of Conduct streamline language and correct grammar,
22 such as adding commas and removing extraneous filler words (e.g. “that is”, “so as”, etc.). The
23 most notable changes include changing “illegal” to “illicit” in Standard #2 and striking the last
24 sentence (“This does not refer to library-sponsored activities.”) from Standard #6. We want to
25 avoid this sentence being interpreted as these activities being allowed during library-sponsored

activities.

Amanda asked if groups such as Jehovah's Witnesses were allowed on the plaza and the grass. Karen clarified that the library grounds are defined as the building and the easement into the door. The parking lot and the park are county property.

Chrystal wondered if there is a difference between e-cigarettes and vape pens. For the purposes of this policy, it serves as an umbrella term for electronic use of substances.

Heather brought up concerns about the difference between restriction and barring. It was recommended to add definitions to Staff Enforcement of Behavior Rules #8 and #10 to clarify what each entails. These definitions will be added to a future meeting agenda.

Amanda wondered where the designated areas are inside the library building in relation to Standard #12. Karen explained that we allow food anywhere there are tables, except in the stacks and by the computers. Linda recommended leaving Standard #12 alone.

Linda moved to approve the Standards of Conduct as presented. Katrina seconded. The motion passed unanimously.

4. Account and Card Policy – New

See the attachment labeled "Account and Card Policy" on the Utah Public Notice Website.

This is a new policy to establish guidelines for various account types with Uintah County Library (UCL). It establishes a policy statement, privacy statement, registration statement, definitions within the policy, the various account types, eligibility for such accounts, and processes for lost cards, expired accounts, and replacement cards.

The account types are as follows:

- Full-Access Adult (T-Rex Account)
- Full-Access Juvenile (Stegosaurus Account)
- 3-Item Account (Triceratops Account)
- Duchesne County, UT Resident Account (through the Duchesne County Library System)
- Limited Access (Velociraptor Account)
- Full-Access Subscription (Pterodactyl Account)

The policy will replace the current Library Use Policy and addresses issues in the current Movie Restriction Policy.

Heather wondered about the reasoning behind 3.4.2. It was explained that it is mainly in

cases where children with existing cards under their parents go into foster care, then their foster parent can set up another library card for them. That way the responsibility for any fees remains with the responsible adult connected with each card.

Mary wondered why in 3.2 juvenile accounts are restricted from Playaway tablets. Karen explained that the Playaway Launchpad tablets are extremely expensive, so we would like parents to be aware of them.

Heather had some questions about borrowing privileges, which will be covered in the Borrowing Privileges Policy.

Mary wondered what the Matricula Consular ID is under 2.2.2, and Karen explained that it is another form of ID that is issued by the Mexican Consulate. Migrant workers, for example, would have this ID.

Heather wondered why, under 5.2, we provide replacement library cards for Duchesne County residents. Karen explained that we have Duchesne County cards here, just as they have Uintah County library cards to offer for replacement.

Under 6.1.3, Heather wondered what an adjacent contract or agreement would be. Karen explained that it is any contract or agreement that proves they intend to stay in the county long-term to qualify for a Limited Access card.

Katrina suggested the monikers “Fossils” for Lost Cards and “Extinct” for Expired Accounts. Linda suggested “Cloning” for Replacement Cards.

Heather wondered what the difference is between resident requirements for the Limited Use Account and the non-resident option. Karen explained that the Full-Access Subscription, or Pterodactyl Account, is available for anyone across the country to pay for resources such as e-content, which the residents of Uintah County already pay for via taxes.

Amanda wondered why the clarification in 8.7.3.1 is necessary. This point refers to Uintah County employees who reside outside of Uintah County being eligible for a non-resident fee waiver. Karen explained that this is only a benefit for the employee, not the rest of their household, because the employee is contracted to work for Uintah County.

Heather wondered about 4.3.2 and why juveniles would opt for a Triceratops Account over the Stegosaurus Account. Karen explained that there are instances where adults will max out their child’s card and accrue too many fees for the child to use it. The Triceratops Account gives these children the option to have a more limited card without carrying the responsibility that falls on

87 their parents.

88 Karina explained that the effective date of April 8th, 2025 aligns with the effective date of
89 the fee schedule, which is set to be approved March 26th, 2025 by the County Commission.

90 Mary moved to adopt the Account and Card Policy with the proposed changes, effective
91 April 8th, 2025. Katrina seconded. The motion passed unanimously.

92 **5. Library Use Policy – Repeal**

93 See the attachment labeled “REPEAL Library Use Policy 2025” on the Utah Public Notice
94 Website.

95 This policy is being replaced by the Account and Card Policy, which is more extensive and
96 thorough in terms of eligibility for account types and guidelines.

97 Amanda moved to repeal the Library Use Policy, effective April 8th, 2025. Mary seconded.
98 The motion passed unanimously.

99 **6. Movie Restriction Policy – Repeal**

100 See the attachment labeled “REPEAL Movie Restriction Policy 2025” on the Utah Public
101 Notice Website.

102 This policy is to be repealed in favor of the Account and Card Policy, which addresses the
103 topic of minors and R-rated, TV-MA, unrated, and other films.

104 Linda moved to repeal the Movie Restriction Policy, effective April 8th, 2025. Amanda
105 seconded. The motion passed unanimously.

106 **7. Patron Information Confidentiality Policy – New**

107 See the attachment labeled “Patron Information Confidentiality Policy” on the Utah Public
108 Notice Website.

109 This policy establishes how private information is protected. It provides a notice to patrons
110 describing how information they are asked to provide is used by UCL when the information is
111 classified as Private under the Government Records Access and Management Act (GRAMA). It
112 also outlines legal references, regulations for handling private information, and exceptions which
113 may require the library to release private information.

114 Heather recommended adjusting 5.3 to read “Person(s) authorized by law *or* by the indi-
115 vidual in accordance with GRAMA to inspect the user’s records.”

Amanda expressed appreciation for the holds being moved from a shelf in the main lobby to a shelf in the back so that private information isn't available for all patrons.

Linda moved to adopt the Patron Information Confidentiality Policy with the proposed change to 5.3. Katrina seconded. The motion passed unanimously.

8. Borrowing Privileges Policy – New

See the attachment labeled “Borrowing Privileges Policy” on the Utah Public Notice Website.

This is a new policy established in conjunction with the Account and Card Policy to define borrowing privileges, loan periods, and conditions which result in a loss of privileges for each of the account types established under the Account and Card Policy.

Mary wondered what “Age-dependent” meant for the Triceratops Account under Room Reservation Privileges. These cards may be issued to students or those experiencing homelessness. Minors may reserve study rooms, but not the large meetings rooms, while adults may reserve both.

Amanda wondered why the renewal column is blank for e-content. Karen explained that we have no control over whether renewals are allowed, and it is dependent upon item availability. Because we share e-content with the rest of the state, it is very rare to check out an item that does not have a list of others waiting to borrow it.

Amanda noted that the original document has Fines and Fees in the header. This will be corrected to reflect the proper title of the policy.

Linda wondered why this policy is not listed as an addendum to the Account and Card Policy. Karina explained that it is referenced throughout the Account and Card Policy, as well as in the Applicable Policies section of the Account and Card Policy.

Mary moved to adopt the Borrowing Privileges Policy, effective April 8th, 2025. Amanda seconded. The motion passed unanimously.

9. Fee Policy – New

See the attachment labeled “Fee Policy” on the Utah Public Notice Website.

The purpose of this policy is to ensure that the library's internal controls and procedures are transparent, sound, and designed to maintain proper accountability for the library's materials as well as any funds due the County. It establishes when material fines are applied (such as for lost or damaged items), other applicable fees, charges associated with the Interlibrary Loan Service,

waivers, and when accounts may be referred to collections.

Amanda expressed her approval that the library continues not to charge late fees. She left the meeting at 2:00 p.m.

Heather asked that “UCL” be put in parentheses in the Policy Statement, as it is used as an acronym elsewhere within the policy.

Linda moved to adopt the Fee Policy with the proposed changes, effective April 8th, 2025. Mary seconded. The motion passed unanimously.

10. Check Policy – Repeal

See the attachment labeled “REPEAL Check Policy 2025” on the Utah Public Notice Website.

Under the new Fee Policy, checks will no longer be accepted by UCL. Therefore, the Check Policy will no longer be applicable and may be repealed.

Heather wondered if it is a requirement that we accept checks as a form of payment. The library only has to accept cash, but the other forms of payment are not required.

Linda moved to repeal the Check Policy, effective April 8th, 2025. Katrina seconded. The motion passed unanimously.

11. Missing Damaged Disks Policy – Repeal

See the attachment labeled “REPEAL Missing Damaged Disks Policy 2025” on the Utah Public Notice Website.

The procedure for lost or damaged items is listed in the new Fee Policy under Section 1.3. Therefore, the Missing Damaged Disks Policy may be repealed to avoid redundancy. Fees are accounted for in the County Fee Schedule under the Library Fee Schedule section.

Katrina moved to repeal the Missing Damaged Disks Policy, effective April 8th, 2025. Mary seconded. The motion passed unanimously.

12. Background Check Policy and Procedure – New

See the attachment labeled “Background Check Policy and Procedure” on the Utah Public Notice Website.

This policy establishes procedures for conducting criminal background checks as part of the UCL hiring and volunteer selection process, including certain program presenters for recurring

library-sponsored events (e.g. book clubs, story times, etc.). It implements the criminal background check requirements established by Utah Code Ann. § 9-7-218 and is aligned with H.B. 284, 2023 General Session.

Heather wondered if this policy means all the board members need background checks at this point. Karen confirmed this. The thinking behind this is that because the board members are involved in creating and implementing policies affecting children, they need to have a background check to ensure they are safe to do this.

Heather would like the conditions under 2.3 to be moved up to 1.4. The remainder of 2.3 will be struck, and any references to 2.3 will be corrected to 1.4.

Under 4.1, the word “presenter” is being struck.

Mary wondered why this policy is to be reviewed annually instead of every three years. It was explained that we intend to review it to ensure we are in line with any state legislation.

Mary moved to adopt the Background Check Policy and Procedure with the recommended changes. Linda seconded. The motion passed unanimously.

13. Board Member Items

Heather wondered if the email response they received on Monday needs to be placed on a future agenda. Karina explained that it will not need a vote by the board and they may respond as needed.

Linda expressed appreciation for the budget summary and detailed budget ledger which were sent to her. She strongly suggested having the budget as a recurring item on the board meeting agenda. She also inquired as to whether there will be training from the state on the board members’ responsibilities. That will be arranged for autumn.

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

None.

15. Next Meeting Date

The next board meeting is scheduled for April 16th, 2025 at 1:00 PM at the library.

16. Adjourn

Linda moved to adjourn the meeting. Katrina seconded. The meeting adjourned at 2:23 p.m.