Uintah County Library Board

Regular Board Meeting Minutes – Pending

Date: **05/21/2025**

Time: **1:00 PM**

Location: **Uintah County Library**

204 E 100 N, Vernal, UT 84078

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

Board Member Excused: Vail Batty.

Board Members Attending Electronically: None.

Other Attendees: Chrystal Summarell (Assistant Library Director), Mike Wilkins (Clerk Auditor), Karina Valencia (Uintah County Paralegal) were also present, with Stacia Watkins taking the minutes. Loren Anderson (Uintah County Attorney) joined the meeting at 1:16 p.m.

1. Welcome

The meeting started at 1:00 p.m.

2. Approval of March 19, 2025 Meeting Minutes

Katrina moved to approve the March 19, 2025 minutes as presented. Amanda seconded. The motion passed unanimously.

3. Budget Summary Year-To-Date

See the attachments labeled "Department Budget YTD 05-19-2024" and "05-19-25 Detailed General Ledger" on the Utah Public Notice Website.

Linda asked if we have any idea what our fund balance is now. Karen briefly left to retrieve the information.

Sonja wondered why lines 230, Travel, and 231, Education & Training, were so high. Chrystal explained that we had a lot of trainings and conferences in the beginning of the year, but we won't be doing quite as many large trainings through the rest of the year.

Chrystal also pointed out that line 245, Postage, is in the negative because the rollbacks were weird and we got an odd credit there.

Line 270, Building & Grounds Supplies & Maintenance, is high because we just got new ceiling

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tiles, new glass doors for the downstairs room, and a one-way window for the door from the staff breezeway into the conference room.

Amanda pointed out that line 331, Teen Services, has only had 6% used, and Chrystal explained that they are saving a lot of that budget for the summer reading activities and other activities for the teens.

Heather asked about line 690, Anadarko Refund, which we paid off previously. Sonja noted we may want to keep that line item there for any appeals they have been getting about property tax.

Amanda asked if the Institute of Museum and Library Services (IMLS) grant we didn't end up getting was on there, and Chrystal confirmed that it is not. We do have several other grants listed.

Heather wondered if certain line items don't come out until the end of the year, and Chrystal confirmed that to be the case.

Linda asked if the new doors and ceiling tiles have been applied to line 270. We just barely got the purchase order for the ceiling tiles, but the rest has been mainly for upkeep. Mary pointed out that we've expended 63% and we're not halfway through the year. Chrystal assured her that as long as nothing else happens, we won't need to use any more money.

Heather asked what the plan was for Sam's old office, and Chrystal explained that right now we are using it for storage for Kids Café supplies. Sonja asked if we needed another storage room, and Karen explained that we are using U-Haul for storage right now, particularly for large, seasonal items. Sonja expressed that she was unaware we had been pushed out of the storage space we were using previously in the county building. Karen mentioned that using the Split Mountain Conference Room for either our storage or the museum's storage would solve a lot of problems. Jess Herman from the Facilities Department suggested a Conex (Container Express), but we have delicate items that we don't want a risk for mice damage, water damage, and so on.

Karen presented the fund balances for the Library and the Regional History Center in response to Linda's earlier question. See the attachments labeled "Library Fund Balance 12-31-2024" and "Regional History Center Fund Balance 05-21-2025" on the Utah Public Notice Website.

Sonja wondered if we had put the bookmobile on the fee schedule. That is line 336, which has a budget of $14,000. That money would go towards the actual outreach and wrapping the library van. She's hoping to receive funding from a Carnegie grant in 2026 that will allow us to expand on this program.

Sonja wondered what the money in Capital Outlay will be used for. Karen explained that they're building an office for her downstairs so that we can return the upstairs room to its purpose as a public space, preserve the study and storage spaces, and give Karen an opportunity to be more involved with the staff downstairs. She also explained that with the design they're using, they'll actually be adding storage space with additional cabinets.

Heather asked when that will happen. Karen just received approval from the commission to get an

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appraisal for an estimate. Sonja recommended selecting an engineering company and getting the appraisal from them. Three of the board members could be on the committee to help make decisions about the project, if the board would like to form that committee.

Linda asked if somebody reviews the budget on a regular basis, and Karen explained that Chrystal reviews it on a monthly basis at the very least. She wondered if the county provides cleaning for the library. Chrystal explained that we have a housekeeper, but we have also contracted with the Can-Do Crew.

Linda wondered what the $9,000 e-book cost is for, and Chrystal explained that it's our fee for being part of the consortium. The state library keeps on top of best sellers, new releases, and so on so that we don't have to constantly keep on top of it. It makes it much more affordable for us to be on Libby.

Karen also explained that a lot of our library equipment for basic operations will need to be replaced either this year or next year. Heather asked if any of it can be staggered, and Karen explained that we can stagger it to a point.

4. Standards of Conduct Amendment

See the attachment labeled "Standards of Conduct REDLINE May 2025" on the Utah Public Notice Website.

Changes include removing Standard #15 and the last sentence of Standard #16, which both reference the parking lot. Definitions for restricted library privileges and library barring have also been added under Staff Enforcement of Behavior Rules.

It has come to our attention that the library does not actually own the parking lot, so we are removing any language referencing the parking lot.

Linda would like to add the word "enough" to Standard #9 after "hygiene is offensive". Karina mentioned that Loren had made some edits to this standard the last time removing "so as" after that same phrase to remove any gray area.

Amanda moved to accept the amendments to the Standards of Conduct as presented. Mary seconded. The motion passed unanimously.

5. Borrowing Privileges Policy Amendments

See the attachment labeled "Borrowing Privileges Policy DRAFT May 2025" on the Utah Public Notice Website.

There is a slight error on the Item Limits table. The Account and Card Policy lists total physical items allowed for the Limited Access account as 10.

Amanda moved to approve the changes as presented. Katie seconded. The motion passed unanimously.

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6. Service Animals Policy Amendments

See the attachments labeled "Service Animals Policy DRAFT 2025" and "Service Animals Policy REDLINE 2025" on the Utah Public Notice Website.

This policy has not been updated since 2009, and the changes have been reviewed by the county's legal department.

Mary asked if the question in 4.1.1. is a yes or no question. That is correct. She also recommended swapping "staff" and "other patrons" in 5.4.

Amanda wondered if we could ask whether service animals have their vaccinations as required by 5.6. We cannot ask that. These are simply the regulations set forth by the ADA.

The question was asked if we have had problems with this. We have people bring their animals in all the time, and when we ask if their dogs are service animals, we must believe them when patrons say that they are.

Amanda moved to accept the Uintah County Library Service Animals Policy with the change to 5.4. Mary seconded. The motion passed unanimously.

7. Study Room Policy Amendments

See the attachments labeled "Study Room Policy DRAFT 2025" and "Study Room Policy RED-LINE 2025" on the Utah Public Notice Website.

Heather wondered if there is enough seating to accommodate the capacities listed in 5.1.

Mary was confused by the language in 6.1. After some discussion, the decision was made to remove the word "have" before "read" in that line. She also requested to remove the word "Please" from 6.5.

Heather wondered if the white boards are magnetic. Karen answered that they are not, but they are do for an upgrade.

Amanda requested periods be added to the end of each line for consistency's sake.

Mary wondered what the process is for 8.3. Stacia explained that it would be the same process that patrons would follow for recurring meetings in other meeting rooms, which involves contacting library staff to set that up.

Mary requested to change "rules" to "policies" in 10.1. We are also going to lowercase "Library" in 10.1. and 10.3.

Amanda moved to accept the Study Room Policy with changes as noted. Mary seconded. The motion passed unanimously.

8. Fee Schedule Amendments

See the attachment labeled "Fee Schedule Amendments (COUNTY) May 2025" on the Utah Public Notice Website.

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Changes are to the Library's "Supplies" section with verbiage changing to "Actual Cost" so as to not undercut or be in competition with private companies. Mike Wilkins explained that we need to sell at the fair market value. The items in this section are also subject to sales tax, which we will include in our pricing.

Sonja wondered how the pricing would be determined since pricing changes between companies and over time. Karen suggested we could evaluate it quarterly at the median cost. Chrystal pointed out that we wouldn't necessarily advertise that we have these items, but they would be available for those who happen to ask for them. Usually we get questions from people here from out of town, or older, and so on.

Mary asked how often we get questions about that. Chrystal estimated several times a month for flash drives, but we get asked about earbuds all the time.

Sonja wondered if there's an alternative, such as donated funds or money we could use to provide these items for free, that would help us to circumvent the pricing issue. She feels that it would be a lot to provide, especially with sales tax, ordering, and so on.

Karen explained that we have worked out how to do the sales tax, and with it being self-funded, we can order whenever they get low.

Sonja wondered about why these items are taxable and the others aren't, like paper. Mary pointed out that paper is consumable, while these other items aren't. She asked if we have looked at how other libraries do it. Karen explained that we have, and there are other libraries who do the same thing.

Amanda felt that it would be good to have these materials on hand, and that it would help bring a little more profit into the library with budgeting concerns.

Sonja added that she thinks it's a great idea, but she's concerned about how much it would add in terms of workload and tax documents and so on. Karen answered that we're not concerned. Mike Wilkins clarified that items like this, which are sales taxable, are already in place at other locations, such as the museum. Taking these measures ensure that we are compliant with laws and regulations.

Chrystal also pointed out that having these materials can help relations between staff and the public, the latter of whom tend to be disappointed when we don't have these materials available. Karen emphasized that this is self-funding.

Loren Anderson joined the meeting and asked whether we intend to buy a large quantity or a small quantity to start with. Karen explained that we'll buy enough to get us started and see how quickly we go through the inventory.

Mary asked if the verbiage "Fair Market Value" would be better than listing "Actual Cost" in the Fee Schedule. Loren explained that it's difficult to define exactly what Fair Market Value entails. Heather wondered how we would handle pricing where Walmart, for example, offers supplies cheaper than North-eastern Office Supplies.

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Amanda suggested "Actual Cost" plus a dollar amount or percentage. Sonja worried that this method wouldn't work for items that we get at a discount, so that even doubling would undercut the private companies.

Linda also pointed out that the point of this isn't to make money. It's to provide these items in a self-funding way.

Heather wondered what the difference is between the book bags and the book totes. Karen explained that the book bags are a bit cheaper and made of recycled plastic, whereas the totes are a heavier canvas.

Mary moved to change the fee schedule for "Supplies" to "Market Value +10%, rounded up to the nearest dollar". Linda seconded. The motion passed unanimously.

Mike and Loren left the meeting at 1:31 p.m.

9. Library Hours Adjustment

See the attachments labeled "Library Hours and Visitors Handout" and "Library Hours Patron Handout" on the Utah Public Notice Website.

Karen presented a change to our library hours as an indirect response to receiving less funding. Recent changes to federal IMLS funding require us to make strategic adjustments while maintaining core services. Not having to pay for building use will substantially improve and provide funds for the library. Reduced hours means that we have more staff coverage during the day, which would address certain security issues.

Karen explained that she is focusing on the quality of the services provided as opposed to quantity. For example, we are technically understaffed. We do not currently have a certified librarian on staff, and she would like one for outreach and other programming. She does have the funding in the budget for a librarian. She could choose not to hire a librarian, which would help with funding, but by changing our hours, we could save funding in utilities. Our library has the longest service hours out of any library in the state. We are open more than any other library.

She still needs to get these hours approved by the commission, but she would like this to be implemented at the end of summer reading, around August.

Amanda expressed concern about the numbers of patrons on the weekends. Karen explained that a lot of those numbers are from things like recitals, which we could arrange to start two hours earlier, or people coming in to use the bathrooms from outside events. More often than not, people do not come in during those hours for library services.

The board requested an estimate of how much we expect to save with these cuts. Karen is still working with Jess Herman from the Facilities Department on getting those numbers, but Karen mentioned

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that he made some of these recommendations for changes to operating hours.

Linda supported the proposal for the sake of cutting costs. Karen emphasized that while it won't provide astronomical savings, little bits will add up.

Heather asked if public meetings need to be held. Karen, Sonja, and Karina clarified that operating hours fall under the board's purview and public meetings do not need to be held.

Sonja moved to approve these new hours as presented. Amanda seconded. The motion passed unanimously.

10. Board Member Items

Amanda had a message from a member of the community who would like to have the library host a mural called "Celebration of Life" from the University of Utah Black Feminist Eco Lab. Karen and Chrystal will discuss the possibility of hosting it here.

Amanda also recommended advertising the curbside pickup, which is a service we do still offer.

Sonja wondered whether we need to address color paper being only $0.01 on the fee schedule due to pennies being discontinued. It was explained that there is a minimum required purchase amount for colored paper at the library in increments of $0.05.

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

None at this time.

12. Next Meeting Date

The next board meeting is scheduled for Wednesday, June 18, 2025 at 1:00 p.m. at Uintah County Library.

There is also a Utah State Library training for the board on Thursday, May 29th, 2025 at 1:00 p.m. at the Roosevelt Library.

13. Adjourn

Mary moved to adjourn the meeting. Linda seconded. The meeting adjourned at 2:55 p.m.

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