Uintah County Library Board

Regular Board Meeting Minutes – Approved

Date: **Wednesday, June 18th, 2025**

Time: **1:00 PM**

Location: **Uintah County Library**

204 East 100 North, Vernal, UT 84078

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

Board Members Excused: Katrina Jensen.

Other Attendees: Chrystal Summarell (Assistant Library Director), Daren Kelly (Library IT Systems Manager), and Karina Valencia (Uintah County Paralegal) were also present.

1. Welcome

The meeting started at 1:05 p.m.

2. Approval of May 21st, 2025 Regular Meeting Minutes

Amanda moved to approve the May 21st, 2025 meeting minutes as presented. Vail seconded. The motion passed unanimously.

3. Budget Summary Year-To-Date

Chrystal Summarell presented the budget from the beginning of the year, including spent, encumbered, and remaining funds, as well as the fund balance. She mentioned a recent $900 battery purchase for the sorter. The sorting machine was discussed, including its increasing maintenance issues and the desire for a replacement. No price for a new one has been obtained due to the cost of the current battery. Chrystal also noted the negative balance in postage likely rolled over from 2024.

Chrystal clarified that line item 251 in the budget was for library catalog supplies and maintenance, including renewals for Tech Logic hosting and software, as well as sorting machine maintenance, totaling around $16,000 annually. She confirmed that the "Photocopy – Library

Mate" line item in the ledger represented the cost of copies made by the public, amounting to a significant number at ten cents per copy. She stated that color copies cost 25 cents per single side, with the price having been increased the previous month for double-sided copies in both black and white and color.

Sonja announced that the library received new growth funding for the first time since 2015 due to a change in the legislative benchmark to a three-year average, resulting in an increase of approximately $80,000 in revenue. The board discussed the high cost of ebooks, which is partially subsidized by the state and federal governments, and noted their popularity despite the cost and wait times. Chrystal clarified that ebook statistics are tracked at the state level and include both ebooks and audiobooks, with no specific branch or user demographics available.

4. Patron Content Submission Policy

See the attachment labeled "Patron Content Submission Policy" on the Utah Public Notice Website.

Daren presented the Patron Content Submission Policy in conjunction with the DMCA Copyright and Takedown Notice Policy. He explained that the library had not previously addressed the Digital Millennium Copyright Act of 1998. He highlighted that no other library in Utah has such a policy and that these policies will provide "safe harbor" protection against copyright infringement for online content, including submissions and competition entries. He detailed the responsibilities of patrons submitting content and the procedures for DMCA take-down notices, including a designated agent (Daren Kelly) and a generic email address. Daren emphasized the legal requirements of the DMCA and the potential penalties for copyright infringement if not protected.

Several typographical errors and inconsistencies in the draft policies were identified and discussed, including the misspelling of DMCA as DCMA and the inconsistent use of "Uintah County Library" versus "UCL" in the documents.

Mary moved to approve the Patron Content Submission Policy with the noted changes. Amanda seconded. The motion passed unanimously.

5. DMCA Copyright and Takedown Notice Policy

See the attachment labeled "DMCA Copyright and Takedown Notice Policy" on the Utah Public Notice Website.

Daren explained that the DMCA policy is required by the copyright office, while the Patron

Content Submission Policy was created to suit the library's needs. Daren confirmed that submission forms are being developed for both the library and the Western Heritage Museum. Several typographical errors and inconsistencies in the draft policies were identified and discussed, including the misspelling of DMCA as DCMA and the inconsistent use of "Uintah County Library" versus "UCL" in the documents.

Mary moved to approve the DMCA Copyright and Takedown Notice Policy with the noted changes. Amanda seconded. The motion passed unanimously.

6. Board Member Items

Heather inquired about an update on the Celebration of Life mural requested by a patron. Karen explained the complicated history with this individual, who was involved in previous issues with the library. Chrystal added that this individual is part of a group known for being litigious. Karen stated a preference to work directly with the university purportedly involved in the mural project rather than through the individual, as direct contact has not been made. Karen agreed to look into the feasibility of the mural if more information can be found.

Mary raised several items from a recent training, including a "maintenance of effort" plan. Karen clarified that this might relate to the strategic plan and ongoing certification efforts, which involve a building walk-through with Heather and the fire department. Mary also inquired about the collection development policy, which Karen stated had been reviewed previously, and the UPLIFT training, which Chrystal indicated she did not need due to her master's degree.

Heather mentioned the open and public meetings training scheduled after the current meeting and board member evaluations, for which Karen will send out the manual. Karen confirmed the need for background checks for board members due to policy-making for children, and directed board members to contact Human Resources to arrange this.

Sonja suggested keeping the "Anadarko Refund" budget line and later renaming it under a more general term for refunds due to ongoing centrally assessed appeals. Vail inquired about a contract for the Avalon Center. Karen stated that there is likely no formal contract and that the library's involvement is decreasing, with the goal of full separation, though we currently still provide internet and utilities. Karen explained the uncertainty regarding future funding and maintenance of Avalon and expressed a preference for it to be managed by an entity other than the county so the library's budget could be reallocated to the bookmobile fund.

Vail noted that the she is no longer handling scheduling for the community center, and the locks are being changed, with consideration for an electronic lock system. Vail asked if there is a history on file of the startup and dealings with Avalon. Karen offered to create a timeline of the Avalon Center's history based on available emails but acknowledged it would be incomplete. The possibility of Strata's initial involvement with internet at Avalon was discussed, with no current obligation related to a grant. The need for internet at Avalon for an electronic lock and future bookmobile Wi-Fi was mentioned

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

None.

8. Next Meeting Date

The next board meeting is scheduled for July 16th, 2025 at 1:00 p.m. at Uintah County Library. The board agreed to skip the August meeting due to back-to-school preparations.

9. Adjourn

Sonja moved to adjourn the meeting. Amanda seconded. The meeting adjourned at 1:52 p.m.