Uintah County Library Board

Regular Board Meeting Minutes – Approved

Date: **Wednesday, July 16th, 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), Vail Batty, Amanda Jenkins, Katrina Jensen, and Linda Nay.

Other Attendees: Chrystal Summarell (Assistant Library Director) and Karina Valencia (Uintah County Attorney's Office) were also in attendance, with Stacia Watkins taking the minutes.

1. Welcome

The meeting started at 1:02 p.m.

2. Election of Officers

Linda nominated Heather to be the Uintah County Library Board Chairperson. The motion passed unanimously.

Linda nominated Mary to be the Uintah County Library Board Secretary. The motion passed unanimously.

3. Approval of June 18th, 2025 Regular Meeting Minutes and June 26th, 2026 Special Meeting Minutes

Amanda joined the meeting at 1:08 p.m.

Katrina moved to approve the June 18, 2025 regular meeting minutes as presented, with an amendment to the date on the minutes to reflect June 18 instead of June 16. Amanda seconded. The motion passed unanimously.

There was a Scrivener's Error on the agenda which lists the year for this item as 2026 instead of 2025. Mary moved to approve the June 26, 2025 special meeting minutes as presented.

Katrina seconded. The motion passed unanimously.

4. Budget Summary Year-To-Date

See the attachments labeled “July 2025 Department Budget Overview YTD”, “July 2025 Fund Balance Revenue-Expense Summary”, and “July 2025 YTD Detailed General Ledger” on the Utah Public Notice Website.

Sonja joined the meeting at 1:11 p.m.

The budget summary year-to-date was presented, noting the new expense of wrapping the library van for the bookmobile initiative. Karen explained that this is stage one, with plans to purchase a larger bookmobile, likely a sprinter van, next year to function as both a bookmobile and a "mini mobile" for outreach and marketing. Vail asked which budget line the gas would come from. For now it will come out of line 490.

The receipt of the Enhancement Grant was confirmed, with funds designated for purchasing furniture for a new teen/young adult area to attract more teens. This space will be integrated into the main library rather than being a secluded area.

Vail asked about Line 330, "Community Services." Chrystal clarified that it covers adult programming, outreach, and general community-related activities not specific to children or teens. This line is used for promotional items at fairs, parades, and various programming events, including larger-scale ones like Christmas and Halloween activities.

Heather commented that we’re halfway through the year and it seems like we haven’t used a lot of budget yet. Chrystal believes we are still on track.

Mary asked about the Creative Aging art program and Chrystal explained that it was a grant that went toward paying an art teacher to come to a Creative Aging art program for seniors.

Sonja shared plans for creating a designated parking space for the county vehicle fleet, including removing the cement middle piece in the county lot with trees to increase space. Additionally, an ADA-compliant entrance is planned for the north entrance of the county building next door, involving removing the information desk and installing a ramp and stairs, along with general foyer updates.

5. Bookmobile Policy

See the attachment labeled “Bookmobile and Outreach Services Policy” on the Utah Public Notice Website.

Karen presented the policy outlining the process for providing bookmobile and outreach services, starting with state or county-owned properties like parks and schools. The initial phase will utilize a minivan for small collections, take-and-make crafts, and basic tech services, with a goal to expand to private properties and community centers We would like to begin services sometime in August.

Two programming outreach librarians are being hired to support the bookmobile and outreach services. Karen, answering Heather's query, confirmed that we do have the budget for this. For safety reasons, two staff members, typically a librarian and an associate librarian, will always be together during outreach activities

Karen expressed a long-term goal to build a better relationship with the county jail for checkout services, acknowledging the need for careful scrutiny of appropriate materials for the incarcerated population. There are also plans to install book lockers at various locations like Tridell, Avalon, and Ballard, allowing patrons to pick up and return requested books using a code.

Karen discussed applying for a Carnegie Grant for rural bookmobile outreach services. The grant opens in January for $500,000 and is being pursued to help fund the program. It was noted that services cannot cross state lines into Colorado but will include stops in Jensen and other areas within the county are desired. Karen has also reached out to Daggett County about establishing stops there to serve those communities as well. Sonja did comment that Dinosaur residents will usually come all the way into Vernal if they come to visit.

Heather mentioned the annual review period, and it was confirmed that this is very much a work in progress and will likely be adjusted as the program gains traction and the staff learns what works and what doesn't.

Linda moved to approve the Bookmobile and Outreach Services Policy as presented. Mary seconded.

6. Create Space Policy

See the attachment labeled "Creative and Maker Space Policy" on the Utah Public Notice Website.

A note was made on 1.2.3 to correct a typo from "Adults 10+" to "Adults 18+".

Heather asked about the differences in the verbiage used, such as "orientation," "training," and other similar words. Karen explained that this is still in the works, and we are looking into bringing in existing training and orientation videos through Niche Academy or YouTube. All of these are a bit different in language because they are different in what we provide.

The create space will be in the glass meeting room, equipped with cabinetry and solid tables for machines, and will also store miscellaneous items. Heather commented that 3D prints can be really long, and Karen clarified that the 3D printer will have a weight limit for projects and will not be used for business purposes, only for learning basic skills.

Acronyms will be expanded in 2.2 and 2.3 to be more clear.

Heather asked whether the annual review listed in 4.1 would also need to have reference to the library board. Verbiage will be added to clarify that updates will be approved by the library board.

Heather also asked what a serious safety violation would entail, and Karen explained that it would be behavior that would be dangerous enough to bypass the three violations. Linda recommended moving the serious safety violations to the first bullet point instead of the last.

In 3.3.1 “Library” was changed to “UCL”.

Heather wondered what materials we currently have. The current maker space equipment includes a sewing machine, button makers, and a Cricut cutter, with plans to add more items using a $5,000 grant we recently received. The team is excited about setting up the space to foster creativity for both children and adults.

Mary moved to approve the Maker and Creative Space Policy with recommended changes. Linda seconded. The motion passed unanimously.

7. Board Member Items

Mary asked if the board members are receiving the emails that she sends from the library board email. Most emails are informational.

Mary wondered about the background checks. As Karen understands it, Human Resources provides a form which the board members can then take to the jail for the background check to be completed.

Vail asked if a public statement needs to be made about Avalon. Sonja provided an update, stating that a committee had made a recommendation, but the commission had not yet made a decision due to Commissioner Larson's absence. They confirmed that four computers had been removed from the children's area, though older children's computers without internet access may still be in place. It was also mentioned that Commissioner Larson approved facilities to handle scheduling for the Avalon building until final decisions are made The long-term plan is for the library to withdraw from Avalon completely.

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

None at this time.

9. Next Meeting Date

The August board meeting is cancelled per the board's decision in June's regular meeting. The next regular board meeting is scheduled for Wednesday, September 17, 2025 at 1:00 p.m. at Uintah County Library.

10. Adjourn

Seeing no other business, Heather adjourned the meeting at 2:04 p.m.