

Ephraim Public Library Board

Minutes for Board Meeting held at the Ephraim Public Library

30 South Main, Ephraim, Utah

Tuesday, March 19th at 5:30 pm

1. Call to order, Roll Call, Review/Vote to approve minutes from the last meeting:
 - a. Call to Order: Mat Barreiro.
 - b. Present: Mat Barreiro, Jenny Harris, Audrey Thompson, Michael Thompson, Marissa May, and Anthony Beal. Absent: Dana Bagnall.
 - c. Mat motions to approve minutes, Marissa seconds.
2. Public Input (if any): Anthony mentioned that Story Time has been popular, and residents are appreciative of programming resuming. He also stated a citizen's happiness with ease of use for the Ephraim City Library website.
3. Michael Thompson - Library Director Reports:
 - a. Update on Staffing Policy requiring 2-persons on staff during open hours (see proposed policy in email): Review and discussion on the proposed Staffing Policy. Board likes the drafted policy; Michael will add the provision for paid or unpaid interns to be included in the 2-person staffing policy. To be voted on after changes are made.
 - b. Proposed adjustment of library fines, fees, and circulation policies (help bring them into better alignment with Manti and Mt. Pleasant): Michael indicated he would like to increase the book checkout limit from twenty items to thirty items. There are multiple issues with the legal agreement governing the Beehive Library Consortium, so he is stymied on making many changes without Consortium-wide approval. Michael wants to increase the checkout limit from ten on a minor card to fifteen on a minor card. He eventually wants to eliminate late fees, if possible.
 - i. Audrey motioned to increase the minor checkout limit from ten items to fifteen items. Marissa seconded.
 - ii. Audrey motioned to increase the book checkout limit from twenty items to thirty items. Marissa seconded.
 - iii. Audrey motioned to temporarily eliminate the \$1 new card registration fee until otherwise noted. Marissa seconded.
 - c. Jerry Dahl donation (what the plan is for this collection): 1,025 books (valued internally by Michael at \$4,000) ranging from cookbooks to history to political science. Michael will give a deed of gift without the monetary information to the donor. He is currently evaluating which books will be put into circulation, space needs, etc.

- d. Board feedback on subscription apps:
 - i. Bookflix: Pre-K to 3rd Grade, this service reads to users.
 - ii. Scholastic Teachables: Similar to “Teachers Pay Teachers,” this is a resource for parents, teachers, etc. to print out materials. Michael and other staff have used this during Story Time. Pre-K to 12th Grade.
 - iii. Mat proposes that we do one year of BookFlix and one year of Teachables; after one year, the Board will review patron use and whether to renew or not. Audrey seconds.
4. Annual Board Calendar discussion: Jenny proposes that we look at the calendar each month to make sure the proposed meeting day works for the board. Audrey seconds.
5. Action Items:
 - a. Michael will amend the Staffing Policy to include paid or unpaid interns under the 2-person staffing portion.
 - b. Mat asked we each look at the Strategic Plan for the next meeting and bring ideas about what we need to address in the library to take some of the meeting burden off of Michael.
 - c. The Board will review the Code of Conduct and discuss at the next meeting.
6. Mat motions to adjourn, Marissa seconds.

Note: The Board may vote to discuss certain matters in Closed Session pursuant to Utah Code annotated 52-4-5. This facility is wheelchair accessible, and handicapped parking is available. Requests for accommodations and interpretive services must be made three (3) working days prior to the meeting. Please contact the library at 283-4544 for information or assistance.

From time to time, matters are discussed that do not appear on the posted agenda. Items that require/request action taken will appear in the Action Items section of each posted agenda. Submitted Action Items for the agenda must be submitted to the Library Board Secretary by the Friday prior to the meeting and should be accompanied by any and all supporting written documentation. Without such documentation, the Board reserves the right to postpone the hearing of any item such documentation has been submitted.

CERTIFICATION OF POSTING

The undersigned, duly appointed Library Board Chairperson, does hereby certify that the above notice and agenda were posted on this 13th day of February 2024.

Dana Bagnall, Library Board Chairperson