

**Ephraim Public Library Board**

Minutes for Board Meeting held at the Ephraim Public Library

30 South Main, Ephraim, Utah

**Tuesday, February 20th at 5:30 pm**

1. Call to order, Roll Call, Review/Vote to approve minutes from the last meeting:
  - a. Present: Dana Bagnall, Audrey Thompson, Mat Barreiro, Marissa May, Anthony Beal, Jenny Harris, Michael Thompson; with Candice Maudsley (Ephraim City Recorder, for training).
  - b. Mat motions to approve minutes, Michael seconds.
2. Public Input (if any): None.
3. Candice Maudsley - Open Meeting Training (Mandatory training)
  - a. Must be completed once yearly. Reviewed Utah's "Sunshine Law" about Open Meetings.
4. Michael Thompson - Library Director Reports
  - a. Update on staffing & library hours: There were approximately 31,000 items checked out from January 2023 to the end of January 2024, with approximately 15,000 renewals and 349 new patrons (determined by newly issued library cards). The Assistant Director position has been posted (internal hire only from the existing six employees) hopefully by the end of the first week of March 2024.
  - b. Update on policy requiring 2-persons on staff during open hours: Back to full, regular hours (10am-8pm Monday-Friday, 10am-2pm Saturday). Michael will be reviewing the budget to examine extending hours or changing to seasonal hours. He is also hoping that the budget increases to allow for the Director or Assistant Director to be always on hand with another employee. Currently, the goal is for two employees to always be present.
  - c. Update on programming: The next big programming event is March Madness: Battle of the Books. Patrons have until March 5<sup>th</sup> to fill out their bracket, with the Grand Prize being a signed basketball by the Snow College Men's Basketball team. February will highlight Black History Month and "Blind Date with a Book." Ephraim Recreation will do a Leprechaun Hunt in March. Future programs will include craft nights and "Ladies Nights."
  - d. Update on financial accountability/till reporting procedure: Each day there are two shifts with deposits (morning and the evening). There will be a starting count for the till (\$50) and then at the end of an employee's shift, they will run a report to make sure everything matches. In the morning, one person will count and sign. A second person will verify. If there are any discrepancies, the employee will need to immediately talk to the supervisor and Ephraim City Hall will be notified. Donations will now be rung up to be properly accounted for. The issue voiding items has been remedied.

Employees are never, under any circumstances, to add their own funds to balance the till. The minimum for running a card for fines has been lowered from \$5 to \$1.

- e. Update on library fines: Michael provided the Jan 2020 - Feb 19, 2024 Fine/Fee Transaction Register Report. The average amount of fines yearly is \$4,000. In future, Michael would like to move to a non-fee model; exceptions being DVDs and CDs. Marissa suggested extending the library loan time from two weeks to three weeks. Michael indicated he would need to talk with Mount Pleasant and Manti about extending the loan period as are all three are part of the Consortium. Michael is also changing the need for Ephraim residents \$1 for library cards. Snow College students and temporary residents will only pay \$5 instead of the regular \$10.
  - f. Discuss library expansion/renovation: Dana motioned to table to next meeting, Jenny seconded.
5. Annual Board Calendar discussion: Dana motioned to table until the next meeting; Jenny seconded.
  6. Audrey motioned to adjourn; Jenny seconded.
  7. Action Items:
    - a. Michael will present the official 2-person policy at the next Library Board meeting.
    - b. Michael will either email or add to the Google Drive the new library till policy.
    - c. Jenny Harris will create a Google Doc to record the Library Board's volunteer hours.

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.

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Dana Bagnall, Library Board Chairperson