Ephraim Public Library Board

Minutes for Board Meeting held at the Ephraim Public Library

30 South Main, Ephraim, Utah

Tuesday, April 16th at 5:30 pm

1. Call to order, Roll Call, Review/Vote to approve minutes from the last meeting:
    a. Call to Order by Dana Bagnall
    b. Present: Dana Bagnall, Marissa May, Jenny Harris, Michael Thompson, Anthony Beal, Mat Bareiro; Absent: Audrey Thompson
    c. Jenny Harris motions to approve minutes, Mat Bareiro seconds
2. Public Input (if any): Marissa May shared that Ephraim Youth City Council is looking for volunteer opportunities. Volunteer opportunities will be available when summer reading begins. They could also help shift books on the shelf. To be discussed at the weekly librarian meeting.
3. Michael Thompson - Library Director Reports:
    a. Update on Staffing Policy Amendment: interns included as Library Volunteers. Discussion of the need for two staff members per shift.
    b. Dana Bagnall motions to approve Staffing Policy; Jenny Harris seconds.
4. Code of Conduct Follow-Up Discussion:
    a. Michael will review the extant draft the EPL Code of Conduct with other librarians. He will let us know at our next meeting whether to revise or start fresh with the Code of Conduct. Jenny motioned ; Marissa May seconded.
    b. Firearm Policy: Michael spoke with the Police Department. The library is not considered an exception from firearm policies, so as long as patrons follow Utah Constitutional Carry laws, it is legal. City Hall doesn't have a firearm policy. Michael noted that there have been no problems with open-carrying (or concealed-carry) at the library.
    c. Michael would like to see our Code of Conduct address weapons thus: Any object used to threaten or harm another person is a weapon, and violates the Code of Conduct.
    d. Michael would also like to see the Code of Conduct to include verbiage encouraging civil dialogue (not degrading persons of opposing views).
    e. Dana reminded us that the Code of Conduct should be written at a 7th grade reading level. Our goal is to reach a diverse community.
5. Strategic Plan Review Discussion

a. Many items are already underway: website updated, fliers in Spanish, Spanish-speaking librarian, multi-cultural display, etc.

b. **Technology:** A grant from the State allowed us to get a CD-cleaner.

c. **Partnering with other entities**:

    i. John Pugmire from Snow College Physics Department said that we can use anything from their MakerSpace free of charge. Items include 3D printers, metal detectors, circuit kits, etc. We can use their supplies for STEM activities. We can also use their Planetarium free of charge.

    ii. Michael was invited to be on a panel for their Literature class. He is also coordinating with the Theater department because two of their productions will be based on books.

d. Mat Bareiro suggested that we might begin drafting our next Strategic Plan as we discuss our current plan.

e. **Create a Culture of Young Readers**: Mat asked us to stay tuned for places we can collaborate and build relationships with other entities. Dana said that Snow College is now offering a Bachelor's in Education. She encouraged Michael to connect with David Rodriguez at Snow. Heidi Bahlmann at EES is collaborating with us, also.

    i. Bookmobiles have gone away, so the State has recommended that we become the book resource for Athenian Academy.

f. Senior Community:

g. **Collection Development**: In a library survey, 89% of patrons responded that physical items to be checked out was their top-ranked library service. Jenny asked about materials acquisition. Michael will share more about collection development with us at our next meeting since he is currently preparing a budget to present to the City.

    i. Magazines have been cleared out because we are paying for Libby, and magazines are available on Libby.

h. **Building Updates**:

    i. Michael is coordinating with the City on the timeline for future building, but there are cracks in the plaster that might need to be addressed sooner.

i. **Fundraising**: Michael is working with Jerry Dahl at the City to see if we can sell on Ebay.

    i. Discussion of forming a Friends of Ephraim Library or similar group (didn't function well in the past?).

    ii. Danan asked "What would a fundraising event look like? Can we hold it at City buildings? Can we partner with Snow to find donors?" Michael said that we have a list of donors from the 2008 renovation; we could reach out to them again.

6. Action Items:
    a. Michael to advise about how to proceed with the Code of Conduct at our next meeting (Who will act as author?)
    b. Michael will share about collection development and the materials-acquisition budget at our next meeting.
    c. Dana asked Michael to share statistics (for July 2023-April 2024) with us at the next meeting. Dana proposes that we review library statistics quarterly.
    d. Discuss how to engage the Senior Community at our next meeting. Also discuss Early Childhood Literacy and support of Athenian Academy.
7. Next meeting: Tuesday, May 21st at 5:30. Jenny will text the group to confirm the date.
8. Dana Bagnall motions to adjourn, Mat Bareiro 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.

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Dana Bagnall, Library Board Chairperson