Ephraim Public Library Board
Agenda for Board Meeting held at Ephraim City Hall
5 South Main, Ephraim, Utah
Tuesday, November 19th at 5:30 pm

1. Call to order, Roll Call, Review/Vote to approve previous meeting minutes
    a. Katie Witt (new City Manager), Jenny Harris, Kim Powell, Audrey Thompson, Lacey Hall, Bonnie Tanner, Mat Barreiro, Marissa May, Anthony Beal, and Michael Thompson.
    b. Mat motions to approve minutes from last meeting, Marissa seconds.
2. Public Input:
    a. Patron submitted a complaint about the film "Poor Things," which is rated R. The nature of the complaint was the location of the film, which was mixed into the General section. Michael will review the Circulation Policy to see what the juvenile checkout policy for PG-13 and R-rated movies.
    b. Jenny asked for clarification on the library's "weeding" policy (the systematic removal of materials). Michael reviewed the library's 7-point policy, which includes the removal of duplicate or obsolete materials.
    c. Observers: Megan McLaws and Carver Jones (Snow College students), Erin B (BYU student).
3. Update By-Laws (align policy with practice)
    a. Article VII: Board officer position elections will now be open every time the board changes.
    b. Article V: Filling Board vacancies: Amended to "When a vacancy arises, board members and library employees may solicit community members to fill the position. Interested persons shall fill out an Ephraim City Board application. The board shall then submit a list of applicants to the City Council for consideration. Board vacancies shall be filled by mayoral appointment, with the advice and consent of the City Council."
    c. Jenny Harris motions to approve the changes to the Bylaw Policies, Bonnie seconds. Jenny will send the changes to the policy to Michael, who will then send the final copy to Ephraim City Council.
4. Michael Thompson- Library Director Reports
    a. Background Check Policy (per HB0 284): Michael has written library policy to include mandatory background checks for volunteers that have

direct interaction with minors, which must be done every six months. The Utah State Library will reimburse the Ephraim library for any background check costs.

        i. Jenny motions to approve the background check policy; Mat seconds.

    b. Review of Patron Code of Conduct: Jenny motions to approve the Code of Conduct as written; Kim seconds.
    c. Change of Hours (Winter): Michael proposes changing hours from November 1-last day of February, 10am-6pm Monday through Friday, Saturday from 10am-2pm. The board has not reached a consensus about whether making these changes would be a net positive or negative. Michael will have employees count patrons each hour to compare traffic levels at different times and will make a sign about the library closing. Audrey motions to table this item until next meeting when more data is available, Jenny seconds.

5. Planning future board meetings: 2025 Calendar – Tabled by Jenny Harris, Kim seconds.
    a. Jenny motions for the next meeting will be January 21st, Audrey seconds.
6. Bonnie motions to adjourn, Jenny seconds.
7. Action Items
    a. Michael will review the Circulation Policy for juveniles' ability to check out PG-13 and R-rated materials.
    b. Jenny will send the amended bylaws to Michael.
    c. Michael will send the final copy of amended bylaws to Ephraim City Council.
    d. Michael will have employees keep a count of patrons that come between 4-8pm between now and the next board meeting on January 21, 2025.

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 18th day of November 2024.

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Jenny Harris, Library Chairperson