

Ephraim Public Library Board

Agenda for Board Meeting held at Ephraim City Hall, 5 South Main, Ephraim, Utah

Tuesday, January 21, 2025 (5:30-6:30pm)

1. Call to order, Roll Call, Review/Vote to approve previous meeting minutes
 - a. Present: Jenny Harris, Kim Powell, Lacey Hall, Marissa May, Bonnie Tanner, Michael Thompson, Anthony Beal.
 - b. Jenny motions to approve minutes as recorded, Bonnie seconds.
2. Public Input: None.
3. Planning future board meetings - 2025 Calendar
 - a. Topics chosen in advance by board and library director
 - i. Budget discussion and overview will occur in March and expenditure review will occur six months later in September.
 - ii. Programming discussions will be held in Spring and Fall, tentatively in April and October.
 - iii. Acquisition, Collection Development, and Removal Policy discussions will occur biannually, tentatively in February and August.
 - iv. Technology and Internet Access and Serving Marginalized Communities Strategic Plan subtopics will be discussed as needed throughout the year.
 - v. Policy Renewals: The only policy renewal scheduled to occur in 2025 is the Open Meeting Training in October 2025.
4. Michael Thompson- Library Director Reports
 - a. Statistics: October 1-December 24: Averaged about 1,300 patrons according to the door counter (back door does not have a counter; this number is front door count plus thirty percent). Circulation is about 2,700 physical materials
 - b. Update from state: The state has submitted an RFP for book lockers for locations such as Indianola, Chester, and Sterling. This

RFP would include a driver for the lockers. An update is expected by June.

- c. Winter Hours: Michael provided an hourly door count (taken by library staff) from November 21-January 18. Discussion by the board included the feasibility and benefit of shortening winter hours next year (2025-26) to cut costs. Michael shared concerns about future funding being able to cover existing employees and current hours. As a discussion item, no vote was necessary.
- d. Circulation Policy for R-rated movies: More bins for DVDs were acquired; children's videos have been placed lower than other categories. Michael has spoken with his staff and determined that no monitoring of patron materials will take place at this time (the checkout software currently does not allow for limitations on patrons to checkout). Michael will update the Circulation Policy to reflect current fee and fine structures and then email the Board. The Board will review the Circulation Policy and discuss at the next meeting as needed.

5. Plan next meeting

- a. Tuesday, February 18th, 5:30-6:30pm
 - i. Acquisition of Materials, Collection Development, and Removal Policies will be discussed.
 - ii. The Board will discuss the Circulation Policy if needed.

6. Jenny motions to adjourn, Kim seconds.

7. Action Items

- a. Michael will update the Circulation Policy to reflect the current fee and fine structures.

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 minutes were posted on this 21st day of January, 2025.

Jenny Harris, Library Chairperson