

Ephraim Public Library Board

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

Tuesday, February 18th, 2025 (5:30-6:30pm)

1. Call to order, Roll Call, Review/Vote to approve previous meeting minutes
 - a. Jenny Harris called to order. Jenny Harris, Mat Barreiro, Audrey Thompson, Lacey Hall, Bonnie Tanner, Michael Thompson, Anthony Beal, and Kim Powell present. Absent: Marissa May.
 - b. Jenny motioned to approve minutes as posted, Bonnie seconded.
2. Public Input: None.
3. Circulation Policy Follow Up
 - a. Review of current Circulation Policy (previously approved by Ephraim City Council July 2024). No changes were made so no vote is needed.
4. Collection Development Policy & Acquisition of Materials
 - a. Public Input is generally captured with the Book Request form to reflect the needs and wishes of patrons. There is a budget for the acquisition of books and periodicals for requests and necessary materials.
 - b. The selection process for materials is outlined in the Collection Development Policy (approved May 24, 2023) to reflect community relevance, support of library programs and initiatives, and popular tastes.
 - c. Request form: Jenny suggested the patron material request form be more publicized and the option changed from 'ILL or Purchase' to 'ILL or Purchase (either).' Michael will review this option and the form for clarity.
5. Michael Thompson & Library Director Reports
 - a. Michael shared that he has purchased a door counter for the rear door to capture more accurate patron numbers. Volunteers are helping with material "weeding" as well as general housekeeping. Kids club has been very successful this month with the best month

since summer. Adult book club has been successful with patrons checking out the selected book, but club attendance is much lower. Michael is going to start a craft night.

- b. Michael is working with Ephraim City IT to implement LibKey to login to computers; this will replace the physical sign-in sheets.
 - c. For the time being, the 2-person staff policy is being suspended. A member of the staff has put in her two weeks notice and Michael is debating whether to replace her or split her hours amongst existing staff.
 - d. Grants: The RAP Tax Grant was used to purchase two new book drops: in the front of the library and inside the library. ELB has received the Children & Teen Book Enhancement Grant; a portion of these funds will be used to purchase Spanish language books and other materials. The Borrower Support Grant helps cover the shipping for Books Buzz (book club) books. The Certified Library Grant has been used for capital improvements such as window clings, floodlights, the door counter, and a baby changing table. Michael is continuing to apply for grants.
- 6. The next meeting will be Tuesday, March 18th at 5:30pm.
 - 7. Jenny motions to close the meeting, Audrey seconds.
 - 8. Action Items
 - a. Michael will bring figures on monthly patron material requests.
 - b. Michael will create a QR code for patron material requests.

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 February, 2025.

Jenny Harris, Library Chairperson