Uintah County Library Board

Regular Board Meeting Minutes – Approved

Date: **Wednesday, September 10, 2025**

Time: **1:00 PM**

Location: **Uintah County Library**
204 E 100 N, Vernal, UT 84078

Board Members Present: Karen England (Library Director), Heather McKee (Chair), Mary Fontes (Secretary), Amanda Jenkins, Katrina Jensen, and Linda Nay.

Board Members Excused: Sonja Norton (County Commissioner) and Vail Batty.

Other Attendees: Chrystal Summarell (Assistant Library Director), Daren Kelly (Library IT Systems Manager), and Loren Anderson (Uintah County Deputy Attorney). Stacia Watkins took minutes electronically.

1. Welcome

The meeting started at 1:05 p.m.

2. Approval of July 17, 2025 Minutes

Linda moved to approve the July 17, 2025 minutes as presented. Katrina seconded. The motion passed unanimously.

3. Budget Summary Year-To-Date

Chrystal explained that for the most part the library is on track for the year. We have minor overspending on cataloging supplies due to issues with the sorter bins needing new batteries. We are at 66% of the year expired, and only about 50% of the budget used. We also need to replace an old sorter computer, which would run about $6,500 for the computer, proprietary software, and support. The new system will run Windows 11 and be funded through the RFID line, which has sufficient reserves to cover the cost.

Heather wondered if we foresee any other major financial needs. Karen answered that other than the sorter computer, we don't foresee any other major needs.

4. Marketing and Social Media Specialist

See the attachment labeled "Social Media and Marketing Specialist" on the Utah Public Notice Website. (Note: Item 5 was discussed prior to Item 4.)

Daren explained the role would reduce the burden on current staff, enhance visibility for all three entities, and increase patron participation and community engagement through dynamic social media efforts and website management. This position, estimated to cost around $44,000 to $46,000 annually, would be funded by the library budget. Karen has worked with HR, Chrystal, Daren, Lana Fullbright from the Museum of Uintah County, and Michelle Fuller from the Regional History Center on this job description.

Mary wondered what budget this would come out of. Karen confirmed that it will come out of the library's budget to assist all three locations. Mary and Heather expressed concerns about the impact of this position on the budget. Karen directed them to the salary pages, where it shows how much the upper limit of the position would increase the budget. She explained that because this position would be utilized by all three entities, it would be cost-efficient.

Katrina moved to approve the full-time Social Media and Marketing Specialist for the Library, Regional History Center, and Museum. Mary seconded. The motion passed unanimously.

5. 2026 Budget

See the attachment labeled "Board Meeting Budget 2025" on the Utah Public Notice Website. (Note: Item 5 was discussed prior to Item 4.)

Amanda joined the meeting at 1:11 p.m.

Karen presented the proposed 2026 budget, which has been tentatively approved through the clerk-auditor's office. Major proposed changes included increasing the education and training budget by $16,000 for staff pursuing library-related degrees. Another significant change is a $350,000 increase for the purchase and build of a bookmobile, which would be a one-time expense. Karen affirmed the library has sufficient funds to cover the bookmobile outright in the fund balance, but will seek grants and community improvement board funding.

Karen then outlined changes to the Regional History Center's budget, consolidating various subscriptions that had previously been paid from different funds. This consolidation aimed to move work-related expenses from the revenue-sourced 72 fund to the 20 fund. An increase to the non-capitalized equipment budget by $2,000 for new monitors and adding new lines for cell phone and email reimbursement for employees were also proposed.

Linda left the meeting at 1:26 p.m.

The final large change to the 2026 budget is a new full-time Social Media and Marketing Specialist position, which needs to be approved by the library board. See Item 4 for more details.

The overall budget request for 2026, including all proposed changes, would increase the library's budget by approximately $978,000, bringing the total revenue budget to around $2.8 - $2.9 million. Karen stated she will negotiate these numbers with the commissioners and other parties.

Amanda moved to approve the 2026 Library Budget with the recommended changes. Katrina seconded. The motion passed unanimously.

6. Maker/Creative Space Policy Amendments

See the attachment labeled "Creative and Maker Space Policy DRAFT Aug 2025" on the Utah Public Notice Website. (Note: The Photography, Filming, and Videography Policy was approved prior to amending the Maker/Creative Space Policy.)

The following changes were presented or suggested during the meeting:

- **1.2.1.** The verbiage is changed from "parental" to "parental/guardianship"
- **1.2.2.** The verbiage is changed from "parental" to "parental/guardianship"
- **3.1.1.** The verbiage in the last line of this section is replaced with "See the Photography, Filming, and Videography Policy."
- **3.3.1** The verbiage is changed from "general liability insurance coverage" to "coverage through Utah Counties Indemnity Pool."

Amanda moved to approve the policy as presented with recommended changes. Katrina seconded. The motion passed unanimously.

7. Photography, Filming, and Videography Policy

See the attachment labeled "Uintah County Library Photography, Filming, and Videography Policy DRAFT" on the Utah Public Notice Website. (Note: The Photography, Filming, and Videography Policy was approved prior to amending the Maker/Creative Space Policy.)

Karen introduced the new photography, filming, and videography policy, explaining that it helps advertise the library and covers them legally. She noted that while it is a public building where people can take pictures, this policy clarifies what the library can do and how they will use media. The board decided to approve this policy before making changes to the Makerspace policy (see Item 6).

Mary moved to approve the policy as presented with recommended changes. Amanda seconded. The motion passed unanimously.

8. Board Member Items

Karen noted that the library still needs to compile an overview of their activities from the previous year and present it to the commission. She, Chrystal, and Stacia are working on this report, aiming to complete it by the end of September and present it at the October commission meeting. Karen confirmed they will present the document to the library board and place it in the shared Google file for them to review.

9. Public Comment (3 minutes per person, maximum of 15 minutes)

None at this time.

10. Next Meeting Date

The next board meeting is scheduled for Wednesday, October 15, 2025 at 1:00 p.m. at the library.

11. Adjourn

Amanda moved to adjourn the meeting. Mary seconded. The board meeting adjourned at 1:58 p.m.