

## **WASHINGTON COUNTY LIBRARY SYSTEM LIBRARY BOARD MEETING**

A meeting of the Library Board was held October 1, 2025, 3:00 PM  
Washington Branch Library, 220 N. 300 E. Washington, UT 84780

Board members present:

Victor Iverson	County Commissioner
Gene Garate	Board Chair
Dana Moyle	Board Member
Darin Larson	Board Member
Kelly Atkin	Board Member
Lacie Hughes	Board Member

Board Members Not Present:

Haylee Caplin	Board Vice-Chair
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Also present:

Alan Anderson	Library Director
Tracie Madsen	Administrative Assistant
Courtney Singara	County Attorney

Alan introduced the Washington staff and showed the board members around the library.  
Gene welcomed all in attendance.

### **CALL TO ORDER**

#### **1. CONSENT AGENDA**

- a. Approval of agenda
- b. Review and approve minutes from August 6, 2025
- c. Next meeting date and location – December 3, 2025, St. George Branch

**MOTION:** Darin Larson made a motion to approve the consent agenda and previous meeting minutes, along with next meeting date and location.

Seconded: Victor Iverson

Vote was taken: All voted “aye”.

**MOTION PASSED**

## **2. CELEBRATIONS**

Outreach between library branches and the community were highlighted.

Washington and St. George branches participated in a Health Fair.

Santa Clara Branch had a book sale at Santa Clara Swiss Days.

Springdale will have a booth at the elementary school Halloween event.

For Constitution Month, library branches gave away copies of pocket-sized Constitution booklets.

During the summer the library experienced some turnover of personnel. Most positions have now been filled.

## **3. BUDGET**

Budget lines with less than 30% of funds remaining, were highlighted.

Technical Service Postage – 25%

Advertising – 28%

Education & Training – 27%

Insurance – 25%

Technology Maintenance – 10%

Equipment under \$5,000 – 5%

St. George Postage – 27%

Repairs Buildings & Grounds

Santa Clara Copy Machine – 2%

Office Supplies – 28%

Programming – 29%

Repairs Buildings & Grounds

Washington Recognition – 22%

Custodial Buildings & Grounds

Hurricane Telephone – 22%

Springdale Utilities – 29%

## **4. STAFF DEVELOPMENT DAY**

October 13 will be Staff Development Day for all library staff. Library branches will be closed. There will be a lunch speaker named Roger Allen. He will be speaking about good responses in difficult conversations. Blomquist Hale will be presenting on wellness principles.

Board members are welcome to attend, and were asked to contact Tracie about lunch if planning to go.

## 5. PATRON ISSUES/TRESPASS

Kelly Atkin received a call from an upset Santa Clara patron. Kelly called Alan who then spoke to all parties involved, including the police who issued a 30-day Trespass order. Alan was able to speak to the patron and help her understand the reason for the Trespass order.

Alan asked board members to reach out to him if they receive calls, and he will help sort out the situation.

## 6. ACCEPTABLE USE POLICY

The Acceptable Use Policy covers general behaviors (but not all) that may occur in the library setting.

Due to patrons bringing large items into the library to charge batteries, a line item was added to the policy. It reads as follows:

“Computer equipment cannot be plugged into library network jacks, and nothing larger than a laptop can be plugged into an electrical outlet”.

The appeal process as outlined in the policy was discussed.

**MOTION:** Victor Iverson made a motion to accept the changes to the Acceptable Use Policy.

Seconded: Dana Moyle

Vote was taken: All voted “aye”.

**MOTION PASSED**

## 7. STRATEGIC BUSINESS PLAN EXPIRING end of 2025

The Strategic Business Plan that has been in place since 2020 is expiring the end of 2025. Alan asked the board to consider items of importance to be considered in the planning process.

Darin asked about plans for a new library branch in Little Valley. Many patrons have expressed the need for a library branch in the south side of town. Commissioner Iverson talked about potential ideas for obtaining land and thinks there may be some opportunity.

The library system has been saving money, along with books and material for a new branch. Shelving was purchased 5 years ago, and is waiting in storage for a new branch.

The possibility of bonding could be considered to have the funds to build a new library.

## 8. WASHINGTON ROOFING ISSUES

Washington Branch's roof has been leaking. Some shingles have been found in the parking lot. Alan met a roofer and showed the Library Board, pictures of what they found. Large sections of shingles were missing. The shingles themselves had a 50-year warranty, but the installers only guaranteed it for 10 years. A question was asked if a metal roof was being considered. The flat part of the roof is also had a leak, but has now been fixed. Alan has been working with Trent in the Maintenance Department. Bids are being received for replacing the roof. All sections of the roof that are known, have had temporary adjustments to protect from leaking.

## 9. PENDING ISSUES

Last meeting, the Library Board approved constructing a pavilion on the East side of Enterprise Branch. Commissioner Iverson said he has been talking to the County Administrator about getting the architect going on the plans. It is still to be decided whether County Maintenance Department builds the whole project, or if it will be contracted out.

A representative from Intagly spoke to the Library Board in August. Alan said it is still in evaluation mode. Courtney from the Attorney's office started drafting a contract. She plans to work in some safeguards for the County. Alan said the agreement could help patrons who want a 3D print, but do not want to create it themselves at Makerspaces.

Alan is setting up a follow-up with the other contract that was looked at from Wowbrary. There were no further updates to share.

Alan introduced Lacie Hughes as a new board member.

**MOTION:** Kelly Atkin made a motion to adjourn the meeting at 4:30 pm.

Seconded: Darin Larson

Vote was taken: All voted "aye".

**MOTION PASSED**