Uintah County Library Board

Regular Board Meeting Minutes – Approved

Date: **10/15/2025**

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, and Katrina Jensen.

Board Members Excused: Sonja Norton, Vail Batty, and Linda Nay.

Other Attendees: Karina Valencia (Paralegal) was also present, with Stacia Watkins (Library Staff Assistant) taking the minutes.

1. Welcome

The meeting started at 1:08 p.m.

2. Approval of September 10, 2025 Regular Meeting Minutes

Mary moved to approve the September 10, 2025 regular meeting minutes as presented. Amanda seconded. The motion passed unanimously.

3. Budget Summary Year-To-Date

Amanda had questions about the 230 and 270 budget lines, which are both about 90% used for the year. Karen explained that we are overall still within our budget limits. It can be helpful to show the other county offices where the budget does need to be increased. Karen also explained that the LSTA grant money, which is federally funded for technology improvement in small libraries, was used to create the Maker Space

4. Security Camera Policy

See the attachments labeled “Security Camera Policy 2020” and “Security Camera Policy DRAFT Oct 2025” on the Utah Public Notice Website.

The changes include formatting and adding guidelines for the circumstances under which patrons may request security camera footage, namely through GRAMA requests or through the police department. Karen clarified that everything in the original policy is also in the updated policy.

The process for reviewing and fulfilling GRAMA requests was discussed.

Katrina moved to approve the Security Camera Policy with the recommended changes and amendments. Amanda seconded. The motion passed unanimously.

5. Maker Space Policy

See the attachment labeled "Maker Space Policy DRAFT Oct 2025" on the Utah Public Notice Website.

Changes included confirming the name of the space as "Maker Space" instead of "Creative/Maker Space." Questions were asked about the shut-off switches and the removal of a form. It was explained that doing hard shut-down of some equipment can be damaging to the equipment. The form removed is covered in another policy.

Mary moved to approve the Maker Space Policy with the amendments. Amanda seconded. The motion passed unanimously.

6. Library Rebranding: Colors and Fonts

See the attachment labeled "ITEM" on the Utah Public Notice Website.

In 2026, all websites must be ADA compliant. Adjusting our branding colors and fonts will allow us to be more ADA compliant. We are also choosing fonts that are more available across systems rather than proprietary fonts.

Questions were brought up about the proposed Social Media Specialist position. Karen is still advocating for that position with the county during the budget meetings. A budget must be available for the public to view by either November 1st or mid-November.

Mary moved to approve the library rebranding. Amanda seconded. The motion passed unanimously.

7. Board Member Items

Amanda shared her excitement about the teaser for the bookmobile program on social media. There is not yet an official start date, but there is outreach in the works. A calendar is currently being built.

Karen invited the board members to attend the First Annual Library Employee Appreciation Awards. She also shared that Uintah County Library was awarded the Quality Library Award by Utah State Library.

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

None at this time.

9. Next Meeting Date

The next board meeting is scheduled for November 19, 2025 at 1:00 p.m. at Uintah County Library.

10. Adjourn

Amanda moved to adjourn the meeting. Mary seconded. The meeting adjourned at 1:35 p.m.