



**Wasatch County Library
Library Board Meeting Minutes
Friday, September 19 , 2025**

Hybrid meeting: Electronic meeting held via Zoom, with in-person anchor location in the Board Room, Wasatch County Library.

In attendance in person Mitzi Nelson, Secretary; Juan Lee, Library Director; Angela Edwards, Assistant Library Director; and Carrie Luke, Library Marketing Specialist.

In attendance virtually: Amber Koecher, Vice Chair/Chair Elect; Cristina Spicer, Board Member at Large; Luke Seale, County Council Representative

Excused: Danny Goode.

1. Call to Order & Welcome: 2:35 PM – Mitzi Nelson, Secretary

2. Public Comment: None.

3. Approval of Minutes

- **MOTION** to approve the Minutes of the regular Board meeting held on August 18, 2025, as corrected, made by Amber. Seconded by Cristina. Approved.

4. Consent Agenda Items

- **Report of Year-to-date Expenditures: August expenditure report presented.** Juan met with Randy Bates, County Financial Director for the 2nd Quarter review. He talked about major building and maintenance expenses and how they will be handled. Budget for 2026 will be discussed in November meeting.
- **Library Director's Report.** Juan presented highlights of August library activities and the planning starting for the upcoming activities. Proposed to have Angela give a brief summary to Juan to have added to the Director's Report about the activities she and staff have been working on to enhance the library experience.

5. Business

- A. DISCUSSION & POSSIBLE ACTION:** User-Produced Content Submission Policy, and Digital Millennium Copyright Act (DMCA) Takedown Notice Policy. HANDOUTS #5 & #6

Discussion the policy on the way we will accept submissions from users to be placed in our library as part of our starting a program to become a repository for the County to gather and preserve our Country's history. Discussion about the DMCA Takedown Notice policy which outlines the process to respond to any challenges to copyright and authenticity concerns for those submissions. There will be continued work and discussion to put this into place. Juan will send Cristina a red line copy

and she will review it, get it back to Juan and then it is sent to the Board Members for comments by next Friday. Then Juan can submit a draft of this to the County Attorney for review.

NOT AN ITEM THAT NEEDS A MOTION.

- B. FOLLOW UP:** Needs Assessment RFP, Capital Projects, and outdoor spaces for programming.
HANDOUT #7

Juan presented details about the Needs Assessment bid process that is being sent out by the County for Library and Senior Center Services. A Project Steering Committee will be formed to include members of the Library and Senior Center. Luke gave additional information about the County's RFP study and what library information was included.

Outdoor space programming – Ask Danny to prepare what he is proposing for this and present this at the next Board Meeting. Juan will follow up on this.

- C. DISCUSSION:** Library Adventure Base Acceptable Use Policy. HANDOUT #8

Draft policy was presented and discussed. Board should review and discussion again next meeting.

- D. DISCUSSION:** Letter to Heber about Juan's evaluation. Amber and Cristina agreed to work on this. Amber will email it out to Board Trustees for review and then present it to the Board next meeting for board trustees' signatures. Luke shared that the County is also thinking about this, and he will talk with Heber and get back to Board.

- E.** Cristina will represent the library at the Wasatch Community Foundation Fundraiser on September 25th.

6. Call for Agenda Items for Next Meeting

- A. 2026 Budget Update
- B. Outside space options for programming
- C. LAB Accessible Use Policy
- D. Letter of support for Juan to Heber for his evaluation
- E. Update on contact with High School about student activities in the library.

MOTION to adjourn the meeting at 2:59 PM made by Amber. Seconded by Cristina. Passed.

Next meeting: October 24, 2025, at 1:30 PM.