



Duchesne County Library System

Regular Board Meeting

Nov. 18, 2025 @ 4:30 PM: Duchesne Library

The mission of Duchesne County Library System is to enrich our residents' knowledge and inspire their growth. Through these efforts the library envisions our residents empowered to strengthen each other and unite their communities.

Conducting: Chair Jessica Shaw. Meeting called to order at 4:33 pm

Welcome / Roll call: Chair Jessica Shaw, Jenny Adams, Director Daniel Mauchley, Deb Evans, Vice Chair Kathryn Crapo, Jesse Walker, Secretary Amy Snow, Commissioner Jeff Chugg

September 2025 minutes approval: The board reviewed the minutes. It was noted that the October Board Meeting was cancelled. Jenny Adams made a motion to approve the minutes as written, with a second from Deb Evans. The minutes were approved unanimously by the board.

Recognition of \$100 Donation from Kings Peak Credit Union: The Board appreciates the donation from Kings Peak Credit Union. They are now a Silver level donor to the library.

Duchesne County Library Recognized with Quality Library Award from the Utah State Library Division: A great deal of work by the director and staff goes into receiving this award. The board is proud of this hard work and honored that the library received the Quality Library Award.

Approval of 2026 Library Board Meeting Schedule: The board discussed the meeting dates. Kathryn Crapo made a motion to approve the dates as written. All meetings will be held on 3rd Tuesdays except for May 12 due to the Utah Library Association Conference. There was a second from Jesse Walker. The board approved the schedule unanimously.

Approval of 2026 Library Holiday/Closure Schedule: The Board reviewed the holiday and closure schedule. Director Mauchley proposed the library close for July 3, July 31, and Dec 26 in addition to the typical holidays due to how the holidays fall on the weekends in 2026. Deb Evans made a motion to approve the schedule as written, with Jenny Adams providing the second. The board unanimously approved the schedule.

Review of Strategic Plan Progress for 2025: The Board discussed the current status of the Strategic Plan. The director reported on the tasks that remain unfinished, and library staff will continue working to complete them. The majority of the strategic plan has already been achieved. The Board expressed gratitude to the director and staff for successfully completing so many of the objectives.

September & October Statistics/Budget/Consent Agenda Review: The board reviewed the September and October numbers. The Director highlighted that in October 2025, Duchesne Branch saw 2,468 patron visits and 250 computer sessions—the highest since February 2020. The Roosevelt Branch had its lowest physical circulation since December 2023 in September 2025, with 5,285 checkouts. Fruitland Outreach recorded its lowest-ever October circulation at 29 items, while Tabiona Outreach recorded its second-highest circulation (175 items) since May 2018.

Upcoming Graham Cracker House Activities: December 4 at Roosevelt Library (3:00–5:00 p.m.) and December 6 at Duchesne High School (5:00–6:30 p.m.).

CLOSED SESSION: Annual Evaluation of Library Director: There was a motion from Jeff Chugg to enter into the closed session for a discussion of professional competence by way of annual evaluation of the library director, with a second from Jenny Adams. The motion was unanimously approved by the board members. Closed session began at 4:40 pm.

The board returned to open session at 5:15 pm.

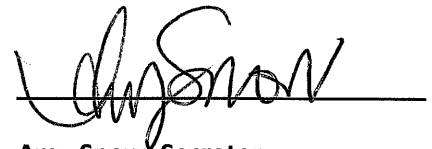
Questions: No questions

Public comment: No public comment

Next meeting – Tues. Jan. 20, 2026, 4:30 PM – Roosevelt Library

Meeting adjourned at 5:15 pm

Minutes approved 1/20/2025.



Amy Snow, Secretary