



Uintah County Library Board

Regular Board Meeting Minutes – Approved

Date: 12/17/2025

Time: 1:00 PM

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

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

Board Members Excused: Vail Batty.

Other Attendees: Karina Valencia (Uintah County Attorney's Office) was also present, with Stacia Watkins (Staff Assistant to the Board) taking the minutes.

1. Welcome

The meeting started at 1:00 p.m.

2. Approval of November 19, 2025 Regular Meeting Minutes

Amanda moved to approve the November 19, 2025 regular meeting minutes as presented. Linda seconded. The motion passed unanimously.

3. Budget Summary Year-To-Date

See the attachment labeled “Budget Summary Dec 2025” on the Utah Public Notice Website.

Caleb Hall with the Clerk-Auditor’s office was unable to attend the meeting, but Karen did have an answer about Line 20-3610-0 Interest Earnings. Previously the board had asked if this represents interest from our Cash in Bank account. She read part of the email Caleb sent with his reply:

“This one is a little more complicated than just interest earned on an individual bank account. We pool all the Counties cash with the Public Treasurers Investment Fund with the State of Utah. All government entities in Utah use them. From this cash pool it earns interest and then

we allocated interest income based on their respective percentage of the total cash pool. We do this at the end of the year, but it's allocated based on every month's cash balance. Wendi Long oversees all management of County bank accounts and anything relating to investments. Our office is in charge of doing the accounting for this.”

Caleb offered to come in January to review 2025 in detail, as well as the budget for 2026.

Sonja joined the meeting at 1:06 p.m.

Karen presented the budget and assured the board that at more than 90% of the year expended, the library and Regional History Center (RHC) are still within budget.

4. 2026 Library Closure Schedule

See the attachment labeled “2026 Library Closure Schedule” on the Utah Public Notice Website.

The library's closure schedule follows all the major holidays and the County's holiday schedule. We also intend to have two days dedicated to staff development, one during the Utah Library Association Conference on May 19th and one in August with the other members of the Basin and Wasatch Libraries Consortium. We are negotiating with our consortium partners to host the event here and rotate from year to year so each library has the opportunity to host and travel.

Sonja wondered whether the staff would be paid for each of those days. Karen confirmed that they receive the same holiday pay as the rest of the county. Staff schedules are adjusted for any other closures to ensure they get their full hours elsewhere during the pay period.

Mary moved to approve the closure schedule. Katrina seconded. The motion passed unanimously.

5. Library Back Room Remodel

Karen presented the plans for the office remodel, which includes more permanent office walls for staff and the director's office, which was moved out of the upstairs room a few months back to return the space to a reservable room for patrons.

Linda wondered who would be doing the construction. The bid was awarded at the county commission meeting on December 16th. The county has not used the company before.

The plans will improve storage space with the addition of cabinetry and storage areas along the outside of the director's office and along the end of one of the cubicles.

Sonja had questions about the additional days surrounding the holidays. It was explained that the crews are split and reduced on Fridays and Saturdays, with each crew rotating each week. Holiday pay is automatically given to all full-time employees on the holiday or holiday observance. If the holiday falls on a Friday and the library opens on that Saturday, the crew working Saturday would have an additional 8 hours on their timesheet, giving them either overtime or compensatory time.

Additionally, the library's usage is significantly reduced immediately around the holidays, which is why the library is closing all day on Christmas Eve. The county will be closed half a day only, so library staff will make up the time on other days.

6. Account and Card Policy

See the attachment labeled "Account and Card Policy DRAFT Dec 2025" on the Utah Public Notice Website.

Amanda noted that the Pterodactyl Account should be added to the Definitions section on page 2. Amanda also recommended adding the missing bullet points from 6.3 to 5.3 for consistency. Mary recommended rewording the second bullet point in 6.3 to read "Access to public computers and internet" for better flow. It was also recommended to replace "access to public" with "access the public" in 1.2.

Sonja wondered how juvenile accounts are handled when they turn 18, and it was explained that a new application must be filled out. This allows for any fees accrued on the juvenile account to remain with the adult account owner, and for the new adult to take ownership of their own account.

Linda moved to approve the Account and Card Policy with the presented changes and corrections. Mary seconded. The motion passed unanimously.

7. Board Member Items

Amanda wondered what the plans are for the garden out front. Karen explained that they will be cleaning it up and going dormant for the winter.

Karen announced that Michelle Fuller is retiring from the RHC. They have three candidates for her position, one of which interviewed today and the others in the coming days. Karen hopes to have a decision on Friday. Sonja recommended that if they aren't satisfied with their pool of applicants to go out and recruit. Mary wondered how many applied. Karen noted

that there were 24 applicants, 6 of which were good, and 3 which were ideal.

Linda wondered how many people had left the RHC. There was one full-time employee who left in 2024 whose position was never filled, and now Michelle Fuller is leaving. Karen is pushing to prove that both positions are needed, though there has been a lot of reorganization in 2025.

Heather wondered whether there was a resolution to a series of emails from a concerned patron. Mary confirmed that it has been resolved.

The library board has been invited to the Library Award Ceremony on January 2nd.

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 Wednesday, January 21, 2026 at 1:00 p.m.

10. Adjourn

Mary moved to adjourn the meeting. Amanda seconded. The meeting adjourned at 1:45 p.m.