

CITY OF FAIRVIEW
Library Advisory Board Meeting
85 South State Fairview, Utah
July 8, 2025

6:30 PM REGULAR SESSION - COUNCIL CHAMBERS

CONDUCTING

Jette Utley - Board Chair

APPOINTED OFFICIALS

Jette Utley, Celeste Curtis, Khaliel Kelly,
Katelyn Peterson, Jessica Divecha, Katy
Crawley, Rita Hendrickson

STAFF

Mike Mackay, City Council; Jane DeGroff,
Library

Call to Order: Jette Utley
Invocation: Celeste Curtis

REVIEW OF MINUTES

The minutes were reviewed. Recommended for approval by Ms. Kelly, seconded by Ms. Hendrickson. Mr. MacKay suggested having minutes sent by email for prior review to the meeting. All agreed to that plan.

GRAND OPENING PLANNING

26th Celebration for Grand Opening

Ms. DeGroff presented some ideas for the Make-and-Take activities. Discussion about the options and how to provide volunteers to help. Ms. Crawley offered the City royalty to help with the activity. Others also volunteered.

A library volunteer sign-up area will be provided during the event with information about the volunteer position requirements.

Decorations, advertising, and activities were planned. Ms. DeGroff will create a volunteer schedule for the event. Discussion on a fundraiser opportunity.

LIBRARY POLICIES

Circulation Policy

Polices were reviewed and fine-tuned.

- There will be a 3 week checkout with a limit of one auto renewal.
- A 10 cent fee per day for late items. Maximum fee of \$3 per late item.
- 60 days after the last renewal it will be considered “lost” and responsible patrons will have to pay the cost to replace the item or replace it with a “nice” copy themselves.
- Interlibrary Loan: limit of 5 books at a time. Have patrons pay \$5 for each book to pay for postage. A grant is available when the library is certified to pay for it in the future.

Internet Policy

- 1 hour limit; 20 minutes if someone is waiting. G-rated content only, at the Librarian’s discretion. For all ages.
- Computers will require sign-in with a library card. The computer will track the time of each patron.

Volunteers

Volunteers will need a background check. Mileage can be reimbursed for volunteers age 55+ by the R6 Regional Council (formerly Six County). A volunteer sign-up sheet is available at the library. Background checks are provided by the police department in the City Offices.

Introduction to By-Laws

The board decided to table this item until the next meeting.

Library Certification

On July 15th, a State Library representative is coming to talk about the certification process.

Open discussion on needs and concerns for the library

Ms. Peterson had a question about establishing consequences for patrons who are not abiding by the policies. Will be researched and discussed at a future meeting.

Bookmark design has been approved and purchased.

ADJOURNMENT

Ms. Utley adjourned the meeting. The next meeting is at the regular scheduled time at 6:30pm on August 12, 2025.

Meeting adjourned at 7:51pm.