

TREMONTON CITY LIBRARY
BOARD MEETING
October 15, 2014

Members Present:

Kim Griffiths, Library Director
Diana Doutre, City Council Representative
Kay Weaver, Chairperson
Linda James, Vice Chairperson
Annette Macfarlane, Board Secretary
Holli Christensen, Board Member
Daniel Francom, Board Member
Jean Humpherys, Board Member
Rebecca Jeppesen, Librarian-Secretary

Members Absent:

Nicole Hale, Board Member

The meeting was called to order by Chairperson Kay Weaver at 7:02 p.m. The meeting was held in the Tremonton City Library Meeting Room at 210 North Tremont Street, Tremonton, Utah. Those in attendance were Library Director Kim Griffiths, City Council Representative Diana Doutre, Chairperson Kay Weaver, Vice Chairperson Linda James, Board Secretary Annette Macfarlane, Board Members Holli Christensen, Daniel Francom, Jean Humpherys, and Librarian-Secretary Rebecca Jeppesen.

1. Welcome

Chairperson Kay Weaver opened the meeting.

2. Approval of Agenda

Motion by Board Secretary Macfarlane to approve the Agenda. City Council Representative Doutre seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Weaver - aye, Vice Chairperson James - aye, Board Secretary Macfarlane - aye, Board Member Christensen – aye, Board Member Francom – aye, Board Member Humpherys – aye. The motion carried.

3. Approval of Minutes from July 16, 2014.

Motion by City Council Representative Doutre to approve the Minutes of July 16, 2014. Board Secretary Macfarlane seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Weaver - aye, Vice Chairperson James - aye, Board Secretary Macfarlane - aye, Board Member Christensen – aye, Board Member Francom – aye, Board Member Humpherys – aye. The motion carried.

4. Public comments: This is an opportunity to address the Library Board regarding your concerns or ideas. Please limit your comments to three minutes.

No community members attended the meeting.

5. Friends of the Library Report

Board Member Francom attended the September Friends of the Library Meeting and reported that they are looking for a new Christmas Fundraiser. They are also questioning what their purpose is.

6. New Business

a. Open Meetings Training

The training video is thirty-nine minutes long, so Board Members opted to watch it at their own convenience. They will access it at ulct.org under the multimedia tab. The video is called "Open and Public Meetings 2014".

b. Board Members Report on Training Completed

The Board Members reported that they are all current on their mandatory Library Board trainings.

c. Discuss Checkout Policy For Laptops, Cricut, etc.

Director Griffiths passed around sample Laptop Computer Policies for Board Members to review. Board members discussed checking laptop computers out for two hours at a time, for use within the library. The library would also like to make their Cricut available for checkout and use at a designated workstation in the library.

d. Schedule 2015 Library Board Meetings

The 2015 quarterly Library Board Meetings will be held at 7 p.m. on January 21, April 15, July 15, and October 21.

e. Choose Policy to Review at Next Board Meeting

The Library Board will review the Overdue Policy in January.

7. Unfinished Business

a. Vote on Collections Development Policy

Due to a few obsolete specifications which need to be deleted, the Library Board will vote on the Collections Development Policy in January.

b. Vote on Three-Year Strategic Plan

The Library Board was very appreciative of the work the Strategic Committee did and the excellent outcome of that work.

Motion by Board Member Francom to approve the Three-Year Strategic Plan for 2015 – 2017. Board Member Humpherys seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Weaver - aye, Vice Chairperson James - aye, Board Secretary Macfarlane - aye, Board Member Christensen – aye, Board Member Francom – aye, Board Member Humpherys – aye. The motion carried.

c. Discuss Need for Board Member Replacements

Board Secretary Macfarlane reported that Rebecca Burnham has expressed interest in serving on the Library Board. Director Griffiths will call her, to verify that she is still willing to serve and then submit her name to the City Council for approval.

8. Board Reports

a. Library Director’s Report on Recent Library Activities

In July, twenty teenagers painted and decorated wooden names and four attended a fashion show.

In August, forty-two children attended the Harry Potter Birthday Party; seven teenagers read The Maze Runner for their book club; fifteen adults enjoyed an Egg Roll Cooking Class; and fifty-eight children, eight teenagers, and ten adults attended Summer Reading Parties.

In September, 98 children participated in “Observe the Moon Night” activities; forty-eight individuals watched “Cloudy With a Chance of Meatballs 2” at the Red Box Movie Night in the park; and twelve children made crafts on “Pirate’s Day”.

In October, twenty-eight adults enjoyed meeting authors Gregg Luke and Clair Poulson; forty-seven youth participated at “Star Wars Read Day”; seventeen children and adults baked and decorated Halloween Sugar Cookies; seventeen teenagers decorated the library for Halloween and watched “Oz the Great and Powerful”; and nineteen teenagers have already participated in this week’s “Reading Is Sweet” activity.

The library has received a grant for subscribing to Brainfuse for one year. This program provides online tutoring and job skills training. All members of the community are encouraged to sign up and will be provided with a free library card.

b. Business Topics for the Next Board Meeting

Discuss Laptop Computer Policy
Vote on Collection Development Policy
Review Overdue Policy

9. Calendar Items

- a. Next Library Board Meeting will be held on January 21, 2015.
- b. Board Member Visits to Friends of the Library Meetings: Chairperson Weaver will attend their next meeting. Friends of the Library will only meet as needed, monthly or bimonthly, at Jonathan Grover's Law Office.
- c. Advanced Computer Classes on Tuesdays from 9 – 11 am (*at Senior Center*)
- d. Personal History Classes on Wednesdays from 9 – 11 am (*at Senior Center*)
- e. Beginning Computer Classes on Thursdays from 9 – 11 am (*at Senior Center*)
- f. Tatting Classes on Thursdays from 4 – 6 pm
- g. Children's Story Hour on Fridays at 10 am
- h. Visiting Authors on October 18th from 11 am - 2 pm (*at Senior Center*)
- i. Children's Halloween Crafts Day on October 25th
- j. Teen's Halloween Party on October 31st
- k. Christmas Candies and Caramels Class on November 8th from 9 – 11 am (*at Senior Center*)
- l. International Game Day on November 15th
- m. Children's Thanksgiving Craft Day on November 21st
- n. Polar Express Story Hour on December 15th from 6 – 8 pm

10. Adjournment

Motion by City Council Representative Doutre to adjourn meeting. Vice Chairperson James seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Weaver - aye, Vice Chairperson James - aye, Board Secretary Macfarlane - aye, Board Member Christensen – aye, Board Member Francom – aye, Board Member Humpherys – aye. The motion carried.

The meeting adjourned at 7:56 p.m.

The undersigned duly acting and appointed Library Director and Library Board Chairperson for the Tremonton Library Board hereby certifies that the foregoing is a true and correct copy of the minutes for the Library Board Meeting held on the above referenced date. Minutes were prepared by Rebecca Jeppesen.

Kim Griffiths
Library Director

Kay Weaver
Chairperson