

WASHINGTON COUNTY LIBRARY SYSTEM LIBRARY BOARD MEETING

A meeting of the Library Board was held June 3, 2026, 4:00 PM
Hildale Branch Library
440 E. Newel Ave.
Hildale, UT 84784

Board members present:

Gene Garate

Haylee Caplin

Board Chair

Board Vice-Chair

Also present:

Alan Anderson

Tracie Madsen

Victoria Hales

Library Director

Administrative Assistant

County Attorney

Board members not present:

Victor Iverson

Dana Moyle

Kelly Atkin

Lacie Hughes

Darin Larson

County Commissioner

Board Member

Board Member

Board Member

Board Member

CALL TO ORDER AT 4:00 PM

Board Chair, Gene Garate, welcomed those in attendance. Staff on site were introduced to the board. Kelsey Speaks, Hildale Branch Manager, gave the board members a tour of the branch.

1. CONSENT AGENDA

a. Approval of agenda

b. Review and approve minutes from April 1, 2026

c. Next meeting date and location – August 5, 2026 - Enterprise Branch

MOTION: A quorum was not present at the meeting, and ratification will happen at the next regularly scheduled board meeting on August 5.

2. CELEBRATIONS

Victoria Hales has been re-assigned to the library system, as Attorney's office representative. A brief introduction from Victoria, as well as board members were given.

Courtney Singara, who moved out of the area, asked Alan to pass on a celebration. She had need to use the Washington Makerspace to do some video editing and thought it was great. Alan explained that each branch Makerspace has its own specific focus.

Alan celebrated grant money coming to the library system from CLEF Grant, Carnegie Foundation Grant, LSTA and Lender Support Grant. The State's fiscal year ends in June and grants need to be wrapped up.

Summer Reading Programs have begun and library branches are seeing a lot of action. Alan celebrated keeping kids reading during the summer months.

3. BUDGET

As of the end of April, 2026, the following budget lines have less than 60% funds remaining.

Advertising – 46% (due to paid ads at beginning of year)

Admin. Programming – 26% (paid for movie licensing)

Santa Clara Copy Machine – 54%

Hurricane Copy Machine – 44%

Enterprise Copy Machine – 55%

The copy machine contract with Dex Imaging was discussed. Dex has recently raised the rates on monthly contract fees.

4. LSTA GRANT – Veyo Lockers

The Veyo Locker system has been discussed with the Library Board in the past. It is being purchased with \$30,000 in LSTA Grant funds. The grant ends the middle of June.

The locker system has been installed on the outside of the Veyo Fire Station. Alan showed pictures of where the locker system was placed and what it looks like. An external book drop will be located next to the lockers.

A few problems were discovered at installation, such as the rain canopy not fitting; a missing light bar; and a newly installed Generac generator control box in the space planned for the lockers. The issues are being resolved and the system has been configured and is nearing completion.

The fire station is providing electricity and data to the locker system. The Attorney's office will draft an inter-governmental agreement between the fire station and the library.

The Enterprise Branch courier will stop at the locker system each day; dropping off and picking up material.

Staff training with Bibliotheca needs to be done.

The book locker system is not a substitute for a library branch, but will help seven smaller communities have access to material without lengthy travel to either Enterprise or St. George area.

5. AMERICA 250

Highlights of the library system's participation in promoting America 250 were shared.

- Altered book art contest
- County fair literary contest – gift baskets for winners
- Liberty Village – Benjamin Franklin presentation for Summer Reading Program.
- Civil War lecture series
- Enterprise Branch parade
- Springdale Branch partnering with town for July 4th

Alan applied to receive funds from the Utah Department of Arts & Museum to help cover the cost of America 250 projects.

6. SUMMER READING

July will be a Read Down Your Fines month. Fines on Children's material can be read down at \$1.00 per 15 minutes of reading.

There will be a system prize drawing, in addition to prizes given at branches.

- Adult prize: iPad
- YA prize: Pixel bot, Solar bot, Labyrinth game
- Children's prize: Train rug, US puzzle, Dinosaur puzzle, Space rover

The national theme, "Unearth A Story" can go a lot of different directions.

7. ART COMMITTEE

As part of the Display Policy, if someone is interested in donating art to the library, it has to be evaluated by an art committee. The art committee consists of the Library Director, a member of the Library Board, and a knowledgeable community member.

Gene Garate volunteered to be the board representative, and Alicia Burton has been asked to be the community member.

Springdale and Washington Branch both have art needing to be evaluated.

8. OPEN MEETING TRAINING

Victoria Hales presented a PowerPoint training on open meetings.

All boards have to have public meetings. A meeting is a public body with a quorum present, convened by a person with authority. A quorum consists of a majority of total board members. The board can only act on relevant matters. Meeting requirements include an agenda, notice, minutes and recording. Minutes and recordings are to be kept. Action can only be taken on items that appear on the agenda. A 24-hour public notice must be given for meetings. The above-mentioned rules do not apply to operational matters, managerial matters, chance meetings, social events, workshops, work meetings, or executive sessions.

There is no requirement to take public comment, unless the meeting is a public hearing. Public may be removed if they are disruptive “to the extent that orderly conduct is seriously compromised”. Closed meetings don’t apply to the library board.

Acting together in a concerted and deliberate way to predetermine an action to be taken in a public meeting, on a relevant matter is prohibited. If mistakes are made, they can be fixed and ratified in the next meeting. Board members should remain transparent.

All departments in the county are required to receive open meeting training once per year.

Public libraries try to appeal to a general audience. A board member asked how First Amendment rights apply to libraries. The Attorney’s response was that someone should be able to come to a library and find material on whatever subject they are interested in.

Alan explained that Selectors use reviews and catalogs when purchasing material for the library. They don’t always know the full content of books being purchased. The Collection Development Policy provides guidelines about selecting material for purchase. The selection of material can be based on community standards.

9. PATRON LETTER

Alan shared an email submitted from a patron that had been given incomplete information. The patron expressed concern about Microsoft Office products being removed from library lab computers. Alan explained to the board, that Microsoft 365 is a cloud-based environment which means it is a server-based solution and not loaded on each station. Since the county IT department is not wanting to have separate servers for the library, there will be fewer lab stations that can access the Microsoft Suite. It is anticipated that some patrons will only have need for a computer that has internet browser access. No sure decisions have been made and the details are continuing to be explored, and data gathered.

Meeting adjourned at 5:25 pm.