Uintah County Library Board

Regular Board Meeting Minutes – Approved

Date: **04/15/2026**

Time: **1:00 PM**

Location: **Uintah County Administrative Building**
Split Mountain Conference Room
152 East 100 North, 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.

Other Attendees: Nicole Zamora-Wilson (Regional History Center) and Karina Valencia (Attorney's Office) were present, with Stacia Watkins taking the minutes.

1. Welcome

The meeting started at 1:06 p.m.

2. Approval of February 18, 2026 Regular Meeting Minutes

Mary moved to approve the February 18, 2026 regular meeting minutes as presented. Katrina seconded. The motion passed unanimously.

3. Director's Update

Karen presented bookmobile plans to the Commission, and she has been asked to find other funding for the project. A summer schedule was presented in hopes of drawing out more families to participate.

She also presented the bookmobile plans to Daggett County and secured a tentative agreement to cost sharing for the bookmobile program.

Amanda joined the meeting at 1:12.

Karen also asked for the board members to consider how we might be able to fund the bookmobile and get the community involved. Mary suggested a town hall with the public.

Karen clarified that $15,000 appears in this year’s budget for books and discussed using existing library collections for the bookmobile instead of purchasing new stock immediately. The board explored reallocating previously saved funds and confirmed some budgeted amounts for Tridell and Avalon have been moved or remain in savings. Karen confirmed the library has the savings to purchase the bookmobile outright, but the commission prefers not to deplete the fund balance.

Sonja brought up how the library's budget has been cut over the last several years and we only just started getting new growth funds for this year's budget. Karen is researching different ways to fund the projects without depleting the fund balance. The discussion shifted to structural funding constraints caused by past property tax reductions and rising personnel costs, including compounding Cost-of-Living Adjustment obligations and insurance. Karen emphasized that staff expenses are unavoidable and plans to work with Caleb Hall to produce a budget that might break even without tapping savings.

Board members reviewed Utah Library Association (ULA) conference attendance options, vehicle-use policy, and HR requirements allowing volunteers to drive county vehicles for related business. The need to complete a defensive driving course and use of a county gas card with driver ID procedures were explained.

Karen confirmed the board day at ULA falls on Wednesday, May 20th, clarified the conference location. It was noted there will be no separate board meeting that day. She also offered organizational ULA memberships for board members at a discounted rate and asked members to email their attendance and vehicle preferences.

4. Budget Update

See the attachments labeled “Library Budget Summary” and “RHC Budget Summary” on the Utah Public Notice Website.

The discussion opened with a budget update and a review of the Regional History Center's (RHC) proposal to move digitization and collection efforts to its own collection-management system, including first-year subscription and startup costs and a plan to reallocate existing budget lines to cover the shortfall. The board considered which accounts (20 vs. 72) and lines (equipment supplies, non-capitalized equipment, publications/printing) could be shifted to cover an additional ~$600 in the current year.

Nicole explained the first-year subscription pricing, including discounted pricing through association membership, and described a later metadata-transfer cost for consolidating multiple collection-management systems, which could be budgeted next year if not urgent. She and Karen confirmed the RHC does not need the largest package and expects lower recurring costs after the first year.

Linda questioned whether the provided balance sheet reflected the library's full savings and, Sonja identified that fund balances are shown in a different area, making the operating sheet appear incomplete. Linda requested clarity on the actual savings balance and historical amounts, noting the balance appeared to be decreasing rapidly. Karen will contact Caleb to determine where the missing fund balance is recorded.

The board reviewed outstanding purchase orders for checks cut but not yet cashed. They discussed the TechLogic replacement of 14-year-old checkout systems, funded partly by a CLEF grant, with hardware and updated software pending installation and full integration of existing cataloging materials. The sorting machine had been updated previously and remains functional, and cabinetry for a back-room remodel is scheduled for the week of April 27 as part of the $68,000 project.

5. Library Board By-Laws

See the attachments labeled “Uintah County Library Board Bylaws REDLINE 2026” and “Uintah County Library Board Bylaws Proposed Changes Summary” on the Utah Public Notice Website.

Karina suggested added verbiage that a supermajority is needed to go into closed session. “Move into closed session” was added as a bullet point in Article IV, Section 3a.

Article V, Section 2 “Committee of the Whole” was struck.

In Article I, Section 2, “by resolution” was replaced with “by written notice”.

In Article VI, “and evaluating the Director's performance annually" was struck, as that duty falls to the Commission.

Article V, Section 3 “Finance Committee” was discussed, specifically as to whether it would save time for the board if the committee met quarterly regarding finances, then reported back to the board. The verbiage “meet quarterly;” was added after “review monthly and annual financial reports;” in this section. The purpose of this committee will be to streamline the information for the board.

Amanda moved to approve the Uintah County Library Board Bylaws with the discussed amendments. Mary seconded. The motion passed unanimously.

Katrina nominated Amanda as the Vice Chair. Heather seconded. Amanda was elected as the new Vice Chair of the board.

6. Strategic Plan

See the attachment labeled “Uintah County Library Strategic Plan 2027-2029” on the Utah Public Notice Website.

The board began reviewing the new strategic plan, stating it will replace mission and vision language. The mission draft language and vision draft were presented, and the board agreed to remove wording perceived as exclusionary (specifically "first rate") and refine phrasing about facilities and services.

The board addressed a Regional History Center goal and sought clarification on Native American Graves Protection and Repatriation Act (NAGPRA) references in the plan, noting the RHC does not hold NAGPRA-subject funerary or ceremonial objects and that repatriation would apply if such items existed. Nicole confirmed the institution is NAGPRA-compliant and requested rewording to avoid implying possession of NAGPRA items.

Karen confirmed the document is a new strategic plan produced every two to three years and noted an appendix with goal synopses for quick reference. She acknowledged that the finalized plan must be submitted to the state as part of compliance obligations.

The board reviewed plan sections on collection demographics and diversity, explaining that the library’s integrated system provides metadata-based audits of topical coverage and that collection development balances community needs and circulation rather than strict ALA benchmarks. Strategies for presenting sensitive collections in a conservative community were discussed to encourage circulation without provocation.

Karen and Stacia confirmed the library fulfills most reasonable book requests and will procure items when practical, with exceptions for prohibitively expensive materials. The group reviewed CREW (Continuous Review, Evaluation, and Weeding) and MUSTIE (Misleading, Ugly, Superseded, Trivial, Irrelevant, and Elsewhere) weeding criteria and discussed handling damaged items that cannot be repaired.

Mary moved to approve the Strategic Plan 2027-2029 with the discussed changes. Amanda seconded. The motion passed unanimously.

7. Friends of the Library

The board considered the possibility of a Friends of the Library organization and Linda suggested recruiting former board members and civic leaders to support fundraising and outreach for the bookmobile. The library may not establish such a group itself, but can encourage community members to do so.

8. Board Member Items

The group reviewed upcoming board openings, confirmed multiple seats will be posted (planned for early May), and agreed that applications will be routed to the board for recommendation to the county commission. They discussed Vail's expiring term and whether interim appointments were necessary. Applications will be given to the board, and their recommendations will be given to the Commission for approval.

9. Public Comment

None at this time.

10. Next Meeting Date

The next board meeting is scheduled for Wednesday, June 17th, 2026 at 1:00 p.m. at Uintah County Library. The May board meeting will be canceled while the board members attend the ULA Conference on May 20th.

11. Adjourn

Sonja moved to adjourn the meeting. Amanda seconded. The meeting adjourned at 2:24 p.m.