

TREMONTON CITY LIBRARY
BOARD MEETING
January 21, 2015

Members Present:

Kim Griffiths, Library Director
Kay Weaver, Chairperson
Annette Macfarlane, Board Secretary
Holli Christensen, Board Member
Daniel Francom, Board Member
Jean Humpherys, Board Member
Rebecca Jeppesen, Librarian-Secretary

Members Excused:

Diana Doutre, City Council Representative

Members Absent:

Linda James, Vice Chairperson
Nicole Hale, Board Member

The meeting was called to order by Chairperson Kay Weaver at 7:01 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, Chairperson Kay Weaver, 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 Member Humpherys to approve the Agenda. Board Secretary Macfarlane seconded the motion. Vote: Chairperson Weaver - 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 October 15, 2014.

Motion by Board Member Francom to approve the Minutes of October 15, 2014. Board Member Christensen seconded the motion. Vote: Chairperson Weaver - 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

Friends of the Library did not attend the meeting.

6. New Business

a. Discuss Laptop Computer Policy

Library Director Griffiths passed out copies of a tentative Tablet and Laptop Policy. Board will review it and vote on it at the next Library Board Meeting.

b. Vote on Collection Development Policy

Motion by Board Member Francom to approve the Collection Development Policy. Board Secretary Macfarlane seconded the motion. Vote: Chairperson Weaver - aye, Board Secretary Macfarlane - aye, Board Member Christensen – aye, Board Member Francom – aye, Board Member Humpherys – nay. The motion carried.

c. Review Overdue Policy

The Library Board discussed the Library's Overdue Policy. E-Readers need to be added to the "Fines Assessed" list. "Delinquency Actions" need to be more detailed, explaining that delinquent patrons will receive 3 overdue notices, followed by an impending collections or small claims warning. Board Secretary Macfarlane asked that the policy specify that delinquent patrons' library cards will be suspended and computer privileges revoked. She also suggested that the policy explain which patrons will be sent to Collections. The Library Board will discuss the revised policy at their next meeting.

7. Unfinished Business

a. Report on Closed Meeting Training

Chairperson Kay Weaver, Board Secretary Macfarlane, and Board Member Francom completed the "Closed Meeting Training" in October 2014.

8. Board Reports

a. Library Director's Report

The Tremonton Library has received a private donation of \$1500 for wooden book bins in the children's section. A scout has expressed interest in building them for his Eagle Project. The library will ask an adult with expertise to oversee the project. Another scout has agreed to build small wooden libraries that would be stocked with free used books. Director Griffiths will approach the City Council for permission to place them in city parks. Board Secretary Macfarlane suggested placing free books in hotel lobbies.

The Tremonton Library and Garland Library Directors would like to establish a consortium, which would enable local residents to use both libraries. The process would require the approval of Tremonton and Garland City Councils, purchase of an integrated library system, and the creation of dual patron cards.

In October, twenty individuals spoke with visiting authors and twelve children made crafts for Halloween.

In November, fourteen women attended a Color Analysis Class, sixteen individuals participated in a Drawing Class with Gary Brantner, thirteen adults learned how to make Christmas candy, fifty-two patrons played games in the library for International Game Day, fourteen teenagers played tournament games, and twenty children made Thanksgiving crafts.

In December, nine teenagers made tree ornaments, thirteen teenagers attended a Christmas Party, and sixty-four children participated in a Polar Express Story Activity with Santa Claus.

In January, six patrons participated in the Drawing Class, and twelve adults attended a Chicken Wild Rice Soup Class.

b. Business Topics for the Next Board Meeting

Identify Candidates to serve on the Library Board

9. Calendar Items

- a. Next Library Board Meeting will be held on April 15, 2015.
- b. Board Member Visits to Friends of the Library Meetings: Friends of the Library will only meet as needed, monthly or bimonthly, at Jonathan Grover's Law Office. The Friends of the Library are struggling, due to lack of participation. If they schedule another meeting, Chairperson Weaver will attend.
- c. Advanced Computer Classes on Tuesdays from 9 – 11 a.m. (*Senior Center*)
- d. Personal History Classes on Wednesdays from 9 – 11 a.m. (*Senior Center*)
- e. Beginning Computer Classes on Thursdays from 9 – 11 a.m. (*Senior Center*)
- f. Needlecraft Club on Thursdays from 4 – 6 p.m.
- g. Children's Story Hour on Fridays at 10 a.m.
- h. Teen Etiquette Dinner on January 23 at 6 p.m. (*Senior Center*)
- i. Adult "Be Mine" Valentine Craft on January 24 from 12 – 3 p.m.
- j. Super Hero Parties on January 31 & February 28 from 2-4 p.m. (*Senior Center*)
- k. Drawing Class with Gary Brantner on 1st Friday from 5-7 p.m.
- l. Family Valentine Sugar Cookie Class on February 7, 9 – 12 a.m. (*Senior Center*)

10. Adjournment

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

The meeting adjourned at 7:47 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