Uintah County Library Board

Regular Board Meeting Minutes – Approved

Date: 06/17/2026

Time: 1:00 PM

Location: Uintah County Library
204 E 100 N, Vernal, UT 84078

Board Members Present: Karen England (Library Director), Heather McKee (Chair), Mary Fontes (Secretary), Amanda Jenkins, Katrina Jensen, and Linda Nay.

Board Members Excused: Sonja Norton (County Commissioner).

Other Attendees: Nicole Zamora-Wilson (Regional History Center Supervisor), Karina Valencia (Paralegal), and Caleb Hall (Deputy Clerk-Auditor) were also in attendance, with Stacia Watkins (staff assistant to the Board) taking the minutes.

1. Welcome

The meeting started at 1:03 p.m.

2. Approval of April 15, 2026 Regular Meeting Minutes

Heather corrected the meeting time on Item 10 from 2:00 p.m. to 1:00 p.m.

Mary moved to approve the April 15, 2026 regular meeting minutes with the change. Amanda seconded. The motion passed unanimously.

3. Director's Update

The library will be closed to the public on August 10th, 2026 for staff training with our consortium partners.

Karen has asked to replace a full-time position, which was vacated near the end of 2025, with three part-time jobs. The part time positions would likely be two primary drivers for the bookmobile and a library page. Another full-time position will be vacated soon, and Karen intends to backfill that as a part-time position in an effort to save money.

4. Budget Update

See the attachment labeled "UCL Budget Packet May 2026" on the Utah Public Notice

Website.

Linda asked why we cannot get an actual balance sheet. Caleb explained that they're in the middle of the audit, at which point all the numbers will be finalized. He will not be able to provide a true balance sheet for 2026, but he can provide the financial statements for the end of 2025. Linda would like to look over those.

Linda also wondered what vendor they use for accounting. Caleb explained that it's all in-house, built by the Uintah County IT department, rather than a third-party vendor.

The cash balance at the end of 2025 was approximately $2,382,000. The fund balance, the retainer, was $2,974,934.02 at the end of 2025. Linda explained how Samuel Passey, the previous director, set money aside each year to account for building maintenance as it aged.

Caleb explained that in 2025, the fund balance was reduced by approximately $200,000, but there will be tax revenue coming into the county which could serve to replenish the library's budget. He feels that there is new growth coming.

Karen will be going through the budget with a fine-toothed comb at the end of the year with Caleb to create a budget that will keep the library from dipping into the fund balance.

Heather wondered why there was such an overage on Equipment Purchases (line 740), and Karen explained that there was a significant expense to update the checkout stations downstairs, and she is waiting on funds from a CLEF grant to supplement that cost. Karen does not anticipate any other major equipment purchases for the rest of the year.

The slight Capital Outlay (line 745) overage is from the remodel in the back room.

Linda expressed appreciation for Caleb attending to go through the budget with the board.

5. Library IQ

LibraryIQ is an analytics and reporting solution that uses real-time data to offer actionable insights to libraries in categories spanning collection management, service development, patron engagement, and strategic planning. The funds for this program would come out of line 251 (cataloging supplies) or 612 (e-content).

The vendor has waived the one-time implementation fee and offered a prorated trial year with the option to exit if the board does not approve continued funding. The first-year prorated cost for Library IQ is approximately $6,975 based on an annualized first-year cost near $14,000 and ongoing annual costs thereafter. Alternative vendors either cost more or would require replacing the ILS (integrated library system, or back-end catalog), and getting quotes from other vendors and the request for proposal (RFP) would add weeks to procurement.

Heather recommends getting data on how much time and money would be saved using this application rather than staff time. No action will be taken at this time, pending further data and discussion.

6. Library Board Bylaws

See the attachment labeled “UCL-GEN-001 Library Board Bylaws Redline (June 2026)” on the Utah Public Notice Website.

Mary wondered about the new numbering system, and Karen explained that all policies will have an assigned number for organizational clarity.

Article II, Section 1 was also amended to state “Officers shall be elected by a vote of all members of the Library Board attending its annual organizational meeting, which shall be held in June of each year, or as close to this month as possible, and shall serve for one year from July 1st through June 30th.” The verbiage “extraordinary circumstance” was changed to “extraordinary circumstances” in the following paragraph.

The last sentence of Article III, Section 1 was struck.

The verbiage “The annual report will then be submitted to the County Commission after Library Board review.” was added to the end of Article VII, Section 6.

Mary wondered if a Conflict of Interest Disclosure Statement form is already available. It will be coming to the board for review at a future meeting.

Katrina moved to approve the Library Board Bylaws with the discussed changes. Mary seconded. The motion passed unanimously.

7. Collection Development Policy

See the attachment labeled “UCL-MAS-001 Collection Development Policy Redline (June 2026)” on the Utah Public Notice Website.

Karen explained that Section 2.2 is about supporting human authors. Heather wondered how the library would be able to label items as AI if they know they’d purchased AI-generated content. Karen explained that this would be the case if the catalogers discovered that the author didn’t actually exist during the process of cataloging an item.

Karen also explained that establishing a Reconsideration Committee as described in 4.4

would enable decisions to be more unbiased. Any community member serving on the board would follow the volunteer policies and procedures.

The verbiage "The Uintah County Library recognizes that some materials are controversial and that any given item may offend some patrons. The Library is not responsible for physical or electronic materials purchased by the State and other Consortium members; concern about those materials should be directed to the Utah State Library Division or their corresponding Consortium member." was added at the top of Section 4. The first sentence of 4.1.2, section 4.3.1, and the first two sentences of 4.5.1.

Katrina left the meeting at 1:45 p.m.

Points 4.10.2-4 will be indented to nest under 4.10.1; 4.10.5 will become 4.10.2.

Amanda moved to approve the Collection Development Policy as discussed. Mary seconded. The motion passed unanimously.

8. Borrowing Privileges Policy

See the attachment labeled "UCL-MAS-002 Borrowing Privileges Policy Redline (June 2026)" on the Utah Public Notice Website.

3.2.2 was rewritten to state, "T-Rex and Stegosaurus eligible patrons may have up to five (5) active ILL requests at one time per account. Triceratops eligible patrons may have up to three (3) active ILL requests at one time per account."

"(Section 3 added)" was removed from the amendment history.

Linda moved to approve the Borrowing Privileges Policy with the discussed changes. Amanda seconded. The motion passed unanimously.

9. Standards of Conduct

This item was tabled.

10. Children's Safety Policy

This item was tabled.

11. Regional History Center Collection Development Policy

See the attachment labeled "RHC-COL-001 Collection Development Policy DRAFT" on the Utah Public Notice Website.

Heather wondered about the reasoning for 6.2.1.6., and Nicole explained that it is an ethical safeguard to prevent accessions from being accepted into the collection and then immediately sold. Exceptions to this line will be addressed in an upcoming deaccession policy. Karina recommended adding "unless other exceptions apply" to the end of the line to allow for deterioration of materials, development of mold, or other extenuating circumstances.

Amanda wondered whether all items must go through the library board for deaccession under 6.2.1., and wondered how often it happens. Karen explained that yes, all deaccessions must go through the library board, and that it doesn't happen frequently. The language "Objects may then be proposed for deaccession by the library board to the County Commission" was struck from 6.2.1.

A question was raised about the capitalization of "Scope" in 6.2.1.1. Nicole explained that it refers to the specific scope of the collection as defined in the document, rather than a general scope.

The amendment history will only state "Reviewed and amended by the Uintah County Library Board of Directors, June 17, 2026."

Amanda moved to approve the Regional History Center Collection Development Policy with the discussed changes. Katrina seconded. The motion passed unanimously.

12. Board Member Items

Mary wondered how the Summer Reading Program was going. Karen answered that it is very busy.

Amanda wondered about presentations by the Timpanogos Cave Monument. For some reason there was no presentation scheduled for July 17th, but it is scheduled again on July 24th.

13. Public Comment

None at this time.

14. Next Meeting Date

The next board meeting is scheduled for July 15, 2026 at 1:00 p.m. at Uintah County Library.

15. Adjourn

Mary moved to adjourn the meeting. Amanda seconded. The meeting adjourned at 2:47 p.m.