



Regular Board Meeting Sep. 15, 2026 @ 4:30 PM: Duchesne Library

The mission of Duchesne County Library System is to enrich our residents' knowledge and inspire their growth. Through these efforts the library envisions our residents empowered to strengthen each other and unite their communities.

Presiding: Chair Kathryn Crapo. Meeting called to order at 4:32 p.m.

Welcome / Roll call. Chair Kathryn Crapo, Jenny Adams, Vice Chair Jesse Walker, Commissioner Jeff Chugg, Deb Evans, Secretary Amy Snow, Director Daniel Mauchley, Jessica Shaw (arrived at 4:38).

Sep 10, 2026 Strategic Planning minutes approval. The board reviewed the September 10, 2026 Strategic Planning meeting minutes. Jenny Adams made a motion to approve the minutes as written, seconded by Deb Evans. The motion passed unanimously.

Approval of Room Reservation Policy – Requirement of Public Events to Post Notices; Exhibit Parameters. The board discussed the proposed policy changes. The following provisions were added:

- Tables must be set up only inside the reserved room.
- Active recruiting of library patrons to attend an event is not permitted.
- If an event is free and open to the public, the reserving party must post a flyer on the public bulletin board and place a sign at the room entrance during the event.
- Information regarding exhibits hosted in community rooms was added to the policy.

Minor changes were also made to the fee schedule to allow for non-paid trainings in the small rooms.

Commissioner Jeff Chugg made a motion to approve the Room Reservation Policy as written, seconded by Jenny Adams. The motion passed unanimously.

Approval of Collection Development, Event & Exhibit Policy – Determining Frequency of Submitted Concerns from a Patron or About a Particular Item/event/exhibit; Parameters of Community Bulletin Board & Literature Postings. The board reviewed the proposed revisions to the policy. Information regarding the community bulletin board, literature racks, and exhibits was added.

The policy now states that, when concerns are submitted regarding library resources, events, or exhibits, the director and trustees will be allowed a reasonable amount of time to review the material. Once reviewed, library resources and library sponsored events or exhibits will not be reconsidered for at least three years.

Jenny Adams made a motion to approve the policy as written, seconded by Jesse Walker. The motion passed unanimously.

Approval of Circulation Policy – Renew Accounts Every 2 Years Instead of Annually. The board reviewed the Circulation Policy. The policy was revised to require library card renewal every two years instead of annually. Jesse Walker made a motion to approve the policy as written, seconded by Jessica Shaw. The motion passed unanimously.

Discussion of Exterior Lettering for Duchesne Branch. The board reviewed design and cost options for exterior signage at the Duchesne Branch. The board recommended selecting the flat sign option over the electrical box sign. The Duchesne County Commission will pay for the sign.

2026 Summer Reading Report. The board reviewed the Summer Reading Program statistics.

- Roosevelt Branch: 461 sign-ups and 240 completions.
- Duchesne Branch: 408 sign-ups and 233 completions.

The Duchesne Branch experienced a 6% increase in sign-ups compared to the previous year. Pizza Hut donated a personal pizza certificate to each child participant who completed the program. Budgeting for prizes continues to be a concern.

Review of July/August Statistics/Budget/Consent Agenda. The board reviewed the budget and statistical reports.

- Hoopla reached record circulation numbers, with 892 checkouts in July and 899 in August.
- The Duchesne Branch summer closing event attracted approximately 200 patrons.
- More than 190 patrons attended the Roosevelt Branch Shark Day event hosted by Associate Librarian Sarah Francis.
- The Duchesne Branch recorded its lowest number of computer users since 2023, with 97 users, while also recording its highest Wi-Fi usage, with 899 users.
- The Duchesne Branch had its lowest patron count since March 2024, with 1,547 patrons.

Questions. No questions.

Closed Session: Discussion of Character or Professional Competence. Commissioner Jeff Chugg made a motion to enter closed session, seconded by Jenny Adams. The motion passed unanimously.

The board entered closed session at 5:02 p.m.

Deb Evans made a motion to return to open session, seconded by Jesse Walker. The motion passed unanimously.

The regular meeting resumed at 5:39 p.m.

Public comment. No public comment.

Next meeting – Tues. Oct. 20, 2026, 4:30 PM – Roosevelt Library.

Meeting adjourned at 5:40 p.m.

THESE MINUTES ARE PENDING AND WILL BE APPROVED AT THE NEXT REGULAR MEETING.

Amy Snow, Secretary