



Uintah County Library Board

Regular Board Meeting Minutes – Approved

Date: 08/19/2026

Time: 1:00 PM

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

Board Members Present: Karen England (Library Director), Sonja Norton (County Commissioner), Amanda Jenkins (Chair), Jeannene Dozier (Vice Chair), Mary Fontes (Secretary), Javid De Los Santos, and Katrina Jensen were present.

Board Members Excused: Jennifer Ewing was excused.

Other Attendees: Karina Valencia (Attorney's Office) was also present, with Stacia Watkins taking the minutes.

1. Welcome

Mary started the meeting at 1:04 p.m.

2. Introduction of New Board Members

The board welcomed three new members to the board, who were appointed at the end of June 2026. Javid De Los Santos and Jeannene Dozier will each serve a four-year term through June 2030. Jennifer Ewing will serve the remainder of a vacated position through June 2027, at which time she will be eligible to serve two full terms.

Amanda Jenkins joined the meeting at 1:07 p.m.

3. Election of Officers

Mary nominated Amanda to be the Chair of the Library Board. Katrina seconded. The motion passed unanimously.

Sonja nominated Jeannene Dozier to be the Vice Chair. Javid seconded. The motion passed unanimously.

Sonja nominated Mary to be the Secretary. Jeannene seconded. The motion passed

unanimously.

4. Approval of June 17, 2026 Regular Meeting Minutes

Mary moved to approve the June 17, 2026 regular minutes as presented. Katrina seconded. There was no further discussion. The motion passed unanimously.

5. Meeting Schedule Amendment

The board intends to amend the meeting resolution to the 3rd Wednesday of the month at 5:00 p.m. No vote was taken at this meeting.

6. Conflict of Interest Disclosure Form Adoption

See the attachment labeled “Library Board Conflict of Interest Disclosure Statement” on the Utah Public Notice Website.

This form will need to be filled out and signed annually by the board members.

Sonja moved to approve the Conflict of Interest Disclosure Statement form. Amanda seconded. The motion passed unanimously.

7. Community Care Policy

See the attachment labeled “Community Care Policy (UCL-PAT-005)” on the Utah Public Notice Website.

Karen explained that this policy fills a gap that establishes standards and responsibilities that govern how UCL staff interact with and support children, vulnerable adults, and all community members who use the library.

Mary wondered why the term “roughly” is used in 4.2 and 4.3. It was explained that staff cannot definitively determine the age of a child. Capitalization will be made consistent in those two sections.

“Department of Child and Family Services” will be spelled out in 7.1.5.

Sonja mentioned that she would recommend being less descriptive while still covering their bases. She expressed her support for this policy, especially as it aligns with Utah State’s approach. The policy serves as a living document that may be amended as needed.

Almost every other library of comparable size has a policy like this one. The purpose is to affirm the library as a safe place for all community members. It was written with a flexible approach that welcomes children while clarifying parental responsibility and the library’s

non-daycare role.

Mary moved to approve the Community Care Policy with the recommended change. Katrina seconded. The motion passed unanimously.

8. Standards of Conduct

See the attachment labeled “Standards of Conduct (UCL-PAT-002) Redline (June 2026)” on the Utah Public Notice Website.

Most of the amendments are grammar-related, while the most significant change is to the section titled Standards of Conduct Regarding Children. In Section 5, “UCL-PAT-004 (Children and Youth at the Library: A Community Care Policy)” was adjusted to “UCL-PAT-005 (Community Care Policy)” to align with the previously passed policy.

Sonja moved to approve the Uintah County Library Standards of Conduct as amended. Jeannene seconded. The motion passed unanimously.

9. Community Programming Partners Policy

See the attachments labeled “Community Programming Partner Policy (UCL-MAS-006)” and “UCL-MAS-006 Appendices” on the Utah Public Notice Website.

This policy is to bridge the gap and establish procedures for library-sponsored events and programs at the library.

Questions were raised about the recurring scheduling and whether it conflicts with the room reservation policy. It was explained that this policy works alongside the Meeting Room Policy rather than conflicting with it, as a priority list is already established.

Mary wondered about the eligibility for state and federal government agencies. Section 3.1.5 was amended to state “Government agencies and public services” instead of “Local government agencies and public services.”

Curved quotations will replace any straight quotations or apostrophes in the document.

Amanda moved to approve the Community Programming Partner Policy. Mary seconded. The motion passed unanimously.

10. Budget Update

See the attachment labeled “UCL August Budget Packet” on the Utah Public Notice Website.

Karen has received the initial paperwork to begin the budget process for 2027. She explained that while there are some red lines, overall the library is under budget for the year. She is intending to trim the budget by about 25%, which would include capital outlay. The county has also just approved part-time workers to work up to 29 hours instead of 19 hours. This will allow Karen to fill needs with existing employees rather than hiring more personnel. She also plans to budget in cost of living raises and merit raises for her employees. She will be trying to slim down the budget and remain frugal overall to avoid dipping into the library's savings account.

Mary asked about the difference between capital outlay and capital improvement. Capital improvement is geared more toward major maintenance instead of capital outlay, which would cover new projects. The carpets in the library need to be replaced within the next 5 years.

Amanda wondered why the Teen Services budget line hasn't been utilized as much this year. Karen explained that there haven't been as many young adult books purchased, and not as many teen programs this year. This could be an area for improvement for teen activities, with some recommendations made by the board members such as monthly leadership classes. Sonja would like to instill the desire to serve the community in the community's youth. Jeannene suggested connecting with the youth services at the high school to establish programs. Sonja suggested capitalizing on other events and activities in the community.

Katrina brought up how in years past, the teen librarian would lead a teen council who would help plan teen events at the library, which could be another way to go.

The Regional History Center (RHC) is doing well and staying under budget. Marety was just hired to the RHC Supervisor position, her archivist position is being backfilled, and a new archivist has recently been hired. Their digitization project is a 10-year project, and the line associated with it on the budget has always been zeroed out. Melissa, the new Human Resources Director, has been facilitating bringing in more interns to help with various jobs around the county.

11. Director's Update

Statistics for the third quarter will go out at the beginning of September, and at the next board meeting, Karen will have Summer Reading Program numbers to present.

12. Board Member Items

Mary and Karen have been tracking volunteer hours by the board members. If you do any

volunteer work related to the board, such as connecting with the high school, board members should send those to the board email to record them.

Sonja would recommend hiring someone who has knowledge of the local history for the RHC, if they're qualified.

Jeannene would recommend a more coordinated connection with Heart of the Basin as warming and cooling centers. Heart of the Basin is a center geared toward providing overnight services and resources. Sonja will also be meeting with Heart of the Basin about the building they are in. The commission will also attempt to contact the city about the organization's situation.

Jeannene and Karen discussed giving library access to the county jail. Karen has been running into some roadblocks, but will continue to work toward that goal. Jeannene has spoken with David Aldridge, the owner of Kodiak Counseling, who sent her some studies that may be beneficial in this goal.

13. Public Comment

None at this time.

14. Next Meeting Date

The next board meeting is scheduled for September 16, 2026 at 5:00 p.m. at the library.

15. Adjourn

Mary moved to adjourn the meeting. Jeannene seconded. The meeting adjourned at 2:18 p.m.