

**TREMONTON CITY LIBRARY
BOARD MEETING
March 5, 2015**

Members Present:

Kim Griffiths, Library Director
Diana Doutre, City Council Representative
Kay Weaver, Chairperson
Linda James, Vice Chairperson
Jean Humpherys, Board Member
Rebecca Jeppesen, Librarian-Secretary

Members Excused:

Annette Macfarlane, Board Secretary
Holli Christensen, Board Member
Daniel Francom, Board Member

**BEAR RIVER VALLEY LIBRARY CONSORTIUM HELD IN CONJUNCTION
WITH THE GARLAND LIBRARY BOARD**

The meeting was called to order by Garland Library Board Secretary Jenny Cottrell at 7:02 p.m. The meeting was held in the Garland Library at 86 West Factory, Garland, Utah. Those in attendance were Garland Library Director Dani Rasmussen, Garland Board Secretary Jenny Cottrell, Garland Board Members Ann Butters, Becky Coleman, and Greg Toone, Tremonton Library Director Kim Griffiths, Tremonton City Council Representative Diana Doutre, Tremonton Library Board Chairperson Kay Weaver, Tremonton Library Board Vice Chairperson Linda James, Tremonton Library Board Member Jean Humpherys, Librarian-Secretary Rebecca Jeppesen, and Utah State Library Consultant Juan Lee.

1. Welcome

Garland Library Board Secretary Cottrell asked everyone to introduce themselves.

Motion by Tremonton Library Board Chairperson Weaver to open the Bear River Valley Library Consortium Meeting. Tremonton Library Board Member Humpherys seconded the motion. Vote: Garland Library Board Secretary Cottrell – aye, Garland Library Board Member Butters – aye, Garland Library Board Member Coleman – aye, Garland Library Board Member Toone – aye, Tremonton City Council Representative Doutre – aye, Tremonton Library Board Chairperson Weaver – aye, Tremonton Library Board Vice Chairperson James – aye, Tremonton Library Board Member Humpherys – aye. The motion carried.

2. Presentation and discussion on Bear River Valley Library Consortium

The Bear River Valley Library Consortium will provide free library cards to Box Elder County residents. Patrons will be able to check out, return, and hold material at both the Tremonton and Garland Libraries. Library cards, along with two key cards, will be issued to anyone school age and above. Library card applications will be available on line and submitted for approval. Pictures of account holders will be taken and put on their accounts. All patron card numbers and checkout items will be changed to 14 digit barcodes. Both libraries will provide checkout receipts. The Tremonton and Garland Libraries will be working together to provide better programming. They are still discussing how to arrange for fines to be paid at either library. They are also trying to get self-checkout kiosks, to allow more time for the staff to work on programming, social media, and patron service.

3. Presentation and discussion on Memorandum of Understanding and Consortium Policies

The Memorandum of Understanding in Creating the Bear River Valley Library Consortium establishes a legal working relationship between the Tremonton Library and Garland Library. The Tremonton Library and the Garland Library will establish a joint shared catalog system, lend circulating library materials to one another, harmonize purchases of new library materials, and plan, promote, and facilitate library programs jointly. The Memorandum of Understanding will remain in effect for a three year period, but may be terminated by any Party upon sixty days written notice and separation of the integrated library systems. At the end of the three year period, the parties may agree to extend it for another three year time period. The Tremonton Library and Garland Library shall each be responsible for paying 100% of their share of the associated costs. They have agreed to use the Apollo Integrated Library System. The Memorandum of Understanding has already been approved by the Tremonton City Council. The Garland City Council will vote on it next Wednesday.

The Bear River Valley Consortium Circulation Policy will allow patrons to check out books and audiobooks for three weeks, with two renewals; new releases, movies, and magazines for two weeks, with two renewals; E-readers for two weeks, with no renewals; storytelling kits for three weeks, with no renewals; and holiday kits for one week, with no renewals. However, patrons may not renew an item if there is a hold or reserve. Video checkouts will be limited to ten items at a time. Audiobook checkouts will be limited to six items at a time. Individuals residing outside of the Box Elder County will pay a \$20.00 annual fee to borrow items from the Library Consortium.

The Bear River Valley Consortium Overdue Policy lists overdue fines as \$5.00 per day for an E-reader, 25 cents per day for each movie, 10 cents per day for each book, book on CD, magazine, temporary item, or game.

Tremonton Library and Garland Library will each maintain their own Device Policies for items that are only used in their libraries.

4. Adjourn the Bear River Valley Library Consortium Meeting and convene the Tremonton Library Board Meeting

Motion by Tremonton Library Board Chairperson Weaver to adjourn the Bear River Valley Library Consortium Meeting. Garland Library Board Member Toone seconded the motion. Vote: Garland Library Board Secretary Cottrell – aye, Garland Library Board Member Butters – aye, Garland Library Board Member Coleman – aye, Garland Library Board Member Toone – aye, Tremonton City Council Representative Doutre – aye, Tremonton Library Board Chairperson Weaver – aye, Tremonton Library Board Vice Chairperson James – aye, Tremonton Library Board Member Humpherys – aye. The motion carried.

TREMONTON LIBRARY BOARD MEETING

The meeting was called to order by Chairperson Kay Weaver at 7:35 p.m. The meeting was held in the Garland Library at 86 West Factory, Garland, Utah. Those in attendance Library Director Kim Griffiths, City Council Representative Diana Doutre, Chairperson Kay Weaver, Vice Chairperson Linda James, Board Member Jean Humpherys, Librarian-Secretary Rebecca Jeppesen, and Utah State Library Consultant Juan Lee.

1. Welcome

Chairperson Kay Weaver opened the meeting.

2. Approval of Agenda

Motion by City Council Representative Doutre to approve the Agenda. Vice Chairperson James seconded the motion. Vote: City Council Representative Doutre - aye, Chairperson Weaver - aye, Vice Chairperson James - aye, Board Member Humpherys – aye. The motion carried.

3. Approval of Minutes from January 21, 2015.

Motion by Board Member Humpherys to approve the Minutes of January 21, 2015. City Council Representative Doutre seconded the motion. Vote: City Council Representative Doutre - aye, Chairperson Weaver - aye, Vice Chairperson James - 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. Discussion and consideration of approving the Memorandum of Understanding in creating the Bear River Valley Library Consortium

Motion by City Council Representative Doutre to approve the Memorandum of Understanding in Creating the Bear River Valley Library Consortium. Vice Chairperson James seconded the motion. Vote: City Council Representative Doutre - aye, Chairperson Weaver - aye, Vice Chairperson James - aye, Board Member Humpherys – aye. The motion carried.

- b. Discussion and consideration of adopting a Device Policy

Motion by Vice Chairperson James to approve the Tremonton City Library Device Policy. City Council Representative Doutre seconded the motion. Vote: City Council Representative Doutre - aye, Chairperson Weaver - aye, Vice Chairperson James - aye, Board Member Humpherys – aye. The motion carried.

- c. Discussion and consideration of adopting an Overdue Policy

Motion by City Council Representative Doutre to approve the Bear River Valley Consortium Overdue Policy. Vice Chairperson James seconded the motion. Vote: City Council Representative Doutre - aye, Chairperson Weaver - aye, Vice Chairperson James - aye, Board Member Humpherys – aye. The motion carried.

- d. Discussion and consideration of adopting a Circulation Policy

Motion by Board Member Humpherys to approve the Bear River Valley Consortium Circulation Policy. City Council Representative Doutre seconded the motion. Vote: City Council Representative Doutre - aye, Chairperson Weaver - aye, Vice Chairperson James - aye, Board Member Humpherys – aye. The motion carried.

- e. Ratify New Staff Member

Christina Anderson has been hired as a substitute librarian.

7. Unfinished Business:

- a. Report on Completion of Open Meeting Training

Vice Chairperson James has completed the “Open Meeting Training”. In the future, the Library Board will attend the City Council’s “Open Meeting Training” meeting.

- b. Discussion and consideration of submitting names for New Board Members

Board Member Francom and Board Member Humpherys' terms will expire before the next July Library Board Meeting. The Library Board will need at least two new board members. The Library Board would like to get volunteers from the south part of the City, to provide greater representation for all of Tremonton's population. Utah State Library Consultant Lee suggested looking for volunteers with needed expertise. Library Consultant Lee will email a form describing library board responsibilities, which can be passed out when recruiting.

8. Board Reports

- a. Library Director's Report

In January, thirteen teenagers attended a Teen Etiquette Dinner, ten adults painted Valentine crafts, and seventy-three children participated in the Superhero Party.

In February, forty-two individuals baked and decorated Valentine Sugar Cookies, thirty-nine children attended the Superhero Party, and four teenagers decorated the Care Center and delivered Valentines to the patients.

- b. Business Topics for the Next Board Meeting

Submit Names for New Board Members
Vote on Board Positions
Consortium Report

9. Calendar Items

- a. Cancellation of the April 15, 2015 Library Board Meeting. The next Library Board Meeting will be held on July 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.
- c. Advanced Computer Classes on Tuesdays from 9 – 11 a.m. (*Senior Center*)
- d. Technology Help 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. (*Tremonton Library*)
- g. Children's Story Hour on Fridays at 10 a.m. (*Tremonton Library*)
- h. Drawing Class with Gary Brantner on 1st Friday from 5-7 p.m. (*Tremonton Library*)
- i. Children's Dr. Seuss Craft on March 2, 2015 - available all day (*Tremonton Library*)
- j. Teen Glow in the Dark Volleyball in March (*to be announced*)
- k. Adult Easter Craft on March 14 at noon (*Senior Center*)

- l. Adult Homemade Fettuccine Noodles Class on March 14 at 9 a.m. (*Senior Center*)
- m. Author Visits: J.R. Simmons and Mikey Brooks on March 25 from 4 – 6 p.m. (*Tremonton Library*)
- n. Family Game Night & Pizza on April 17 from 6 – 8 p.m. (*Public Works Building*)
- o. Adult “Mormon Muffins” Cooking Class on April 18, 2015 at 9 a.m. (*Senior Center*)
- p. Children’s Folklore Story Hour: “Telling Stories through Pictures and Art” on April 6, 2015 at 6 p.m. (*Senior Center*)
- q. Children’s Class with Music Makers in Our World: “Telling Stories through Music and Dance” on April 18, 2015 at 2 p.m. (*Senior Center*)
- r. Children’s Puppet Show by Brigham City Puppet Museum: “Storytelling through Puppetry” on April 25, 2015 at 2 p.m. (*Senior Center*)
- s. Children’s Magic Show by Richard Hatch: “Telling Stories through Magic” on April 27, 2015 at 6 p.m. (*Senior Center*)
- t. Teen Ice Cream Party on May 5, 2015 (*Tremonton Library*)
- u. Summer Reading Program Kick-Off Party on June 6, 2015

10. Adjournment

Motion by City Council Representative Doutre to adjourn the meeting. Vice Chairperson James seconded the motion. Vote: City Council Representative Doutre - aye, Chairperson Weaver - aye, Vice Chairperson James - aye, Board Member Humpherys – aye. The motion carried.

The meeting adjourned at 8:13 p.m.

11. If needed, reconvene the Bear River Valley Library Consortium in conjunction with the Garland Library Board.

The Bear River Valley Library Consortium did not reconvene.

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