

**TREMONTON CITY LIBRARY
BOARD MEETING
October 21, 2015**

Members Present:

Kim Griffiths, Library Director
Diana Doutre, City Council Representative
Kay Weaver, Chairperson
Carol Jones, Board Member
Rick Jeppesen, Board Member
Rebecca Jeppesen, Librarian-Secretary

Members Excused:

Linda James, Vice Chairperson
Annette Macfarlane, Board Secretary

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, City Council Representative Diana Doutre, Chairperson Kay Weaver, Board Members Carol Jones and Rick Jeppesen, and Librarian-Secretary Rebecca Jeppesen.

1. Welcome

Chairperson Kay Weaver opened the meeting.

2. Approval of Agenda

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

3. Approval of Minutes from July 15, 2015.

Motion by Board Member Jones to approve the minutes of July 15, 2015. Board Member Doutre seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Weaver - aye, Board Member Jones - aye, Board Member Jeppesen - 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.

There were no public comments.

5. New Business

a. Vote on Circulation Policy Change

Garland Library Board has requested several changes. Adult library users may now check out a total of 40 items, and students may have a total of 20 items. However, students will not be allowed to check out videos, audiobooks, storytelling kits, laptops, or tablets at the Tremonton Library Branch. Students enrolled in the Brainfuse program may use laptops and tablets at the Tremonton Library.

Motion by Board Member Jeppesen to approve the Circulation Policy Changes. Board Member Jones seconded the motion. Vote: City Council Representative Dautre – aye, Chairperson Weaver - aye, Board Member Jones - aye, Board Member Jeppesen - aye. The motion carried.

b. Vote on Device Policy Change

Director Griffiths attended a director’s retreat and learned that other libraries allow teenagers to use tablets. Allowing teens to use tablets and laptops in the library will increase their usage. Teens will need to provide proper I.D. and a signed parental consent form, which will be kept on file for future reference. Parents may check out devices for children under thirteen, but will be expected to supervise their children, because the library filter may not work on these devices.

Motion by City Council Representative Dautre to approve the Device Policy Changes. Board Member Jeppesen seconded the motion. Vote: City Council Representative Dautre – aye, Chairperson Weaver - aye, Board Member Jones - aye, Board Member Jeppesen - aye. The motion carried.

c. Vote on 2016 Annual Meeting Schedule

Next year’s regular Library Board Meetings are scheduled for January 20, April 20, July 20, and October 19, 2016.

Motion by Board Member Jones to approve the 2016 Annual Meeting Schedule. City Council Representative Dautre seconded the motion. Vote: City Council Representative Dautre – aye, Chairperson Weaver - aye, Board Member Jones - aye, Board Member Jeppesen - aye. The motion carried.

d. Ratify New Staff Members

The library has two new substitute staff members. Hallee Kinikin is sixteen-years-old and has been doing all the cute artwork around the library. Sandi Dille has returned after a leave to serve a mission.

6. Unfinished Business

a. Discuss Adding Three More Board Members

The Library Board brainstormed possible names of individuals to approach about serving as board members. Becky will email their contact information to Chairperson Weaver. All nominees must be residents of Tremonton City. Library staff members living on the south end of town may be able to suggest nominees to provide wider representation. Board Member Jeppesen will attempt to find another man willing to serve on the board.

7. Board Reports

a. Library Director's Report

In July, nine children attended a two-week *Captain Awesome* book camp. Sixteen teenagers watched a movie in the park.

In August, twenty adults attended a Summer Reading End Party, fourteen teens attended their Summer Reading End Party, and forty-eight children participated in the Children's Summer Reading End Party. Twenty adults made pizzas at the "Build Your Own Pizza" cooking class.

In September, eighty-four individuals participated in the "Observe the Moon Night".

In October, eleven adults participated in a Halloween Craft Class, thirty-seven children made Star War Crafts and hit a piñata, twenty-three adults participated in a cookie exchange, and twenty patrons met local author Melanie Mason.

Director Griffiths has completed the 2015 ILEAD (Innovative Librarians Explore, Apply, and Discover) program. She has helped create training videos on how to improve and strengthen story times by providing training for story time presenters. These will be posted online. Director Griffiths invited all the Board Members to attend an evening ILEAD reception in Salt Lake City, on Monday, October 26.

b. Business Topics for the Next Board Meeting

Review and Adjust Three Year Strategic Plan
Meet with Garland Board (date may need to be changed)

8. Calendar Items

- a. Next Library Board Meeting will be held on January 20, 2016.
- b. Advanced Computer Class on Tuesdays from 9 – 11 a.m. (*Senior Center*)
- c. Technology & Biography Class on Wednesdays from 9 – 11 a.m. (*Senior Center*)

- d. Beginning Computer Class on Thursdays from 9-11 a.m. (*Senior Center*)
- e. Needlecraft Class on Thursdays from 4 – 6 p.m.
- f. Children’s Story Hour on Fridays at 10 a.m.
- g. Drawing Class with Gary Brantner on 1st Friday from 5-7 p.m.
- h. Dinner Rolls Cooking Class on November 14 at 4 p.m. (*Senior Center*)

9. Adjournment

Motion by City Council Representative Doutre to adjourn the meeting. Board Member Jones seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Weaver - aye, Board Member Jones - aye, Board Member Jeppesen - 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