

**TREMONTON CITY LIBRARY
BOARD MEETING
January 20, 2016**

Members Present:

Kim Griffiths, Library Director
Diana Doutre, City Council Representative
Kay Weaver, Chairperson
Linda James, Vice Chairperson
Annette Macfarlane, Board Secretary
Laura Bloomfield, Board Member
Rick Jeppesen, Board Member
Carol Jones, Board Member
Dan Richard, Board Member
Rebecca Jeppesen, Librarian-Secretary

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

The meeting was called to order by Chairperson Kay Weaver at 7:04 p.m. The meeting was held in the Tremonton City Library at 210 North Tremont Street, Tremonton, Utah. Those in attendance were Tremonton Library Director Kim Griffiths, Council Representative Diana Doutre, Chairperson Kay Weaver, Vice Chairperson Linda James, Board Secretary Annette Macfarlane, Board Members Laura Bloomfield, Rick Jeppesen, Carol Jones, Dan Richard, Librarian-Secretary Rebecca Jeppesen; and Garland Director Melanie Capener, Chairperson Michelle Stay, Board Secretary Jenny Cottrell, and Board Members Kayla Miller and Kerry Young.

1. Welcome

Tremonton Chairperson Kay Weaver opened the meeting.

2. Approval of Agenda

Motion by Tremonton Board Secretary Macfarlane to approve the Agenda. Tremonton Council Representative Doutre seconded the motion. Vote: Tremonton City Council Representative Doutre – aye, Chairperson Weaver - aye, Vice Chairperson James - aye, Board Secretary Macfarlane - aye, Board Member Bloomfield - aye, Board Member Jeppesen - aye, Board Member Jones - aye, Board Member Richard – aye; and Garland Chairperson Stay - aye, Board Secretary Cottrell - aye, Board Member Miller – aye, Board Member Young - aye. The motion carried.

3. Plan Annual Consortium Strategic Goals

a. Joint Library Activities Calendar

The Bear River Valley Library Consortium wants to post a joint calendar, which will include activities sponsored by both libraries. The Tremonton City Library staff and the Garland Public Library staff will be able to access the calendar to add their activities.

b. Consortium Website With Links to Each Library

The Bear River Valley Library Consortium wants to create a consortium website, which will provide links to the Tremonton City Library and to the Garland Public Library.

c. Annual Combined Activities

The Tremonton City Library and the Garland Public Library would like to sponsor two or three annual activities together. The first joint activity will be the Summer Reading Program Party in June. A Zombie Chalk Party, for teenagers, will be scheduled before the movie. The second activity will be a Hungry Hippo Game for teenagers, to be scheduled in June or July. This game involves teams pushing individuals around on flat furniture trolleys. Individuals on the trolleys will attempt to catch balloons in laundry baskets. The third activity could be an adult class on altering books into creative pieces of art.

d. Board Member Ideas

Board members would like to see concerts and talent shows performed in the parks.

4. Plan Summer Reading Party

a. 2016 Summer Reading Program Themes

The 2016 summer reading program children's theme is "On Your Mark, Get Set, Read". The teenager's theme is "Get In the Game – Read." The adult program theme is "Exercise Your Mind – Read."

b. Day and Time for Opening Party

The Opening Summer Reading Program Party will be on June 3, 2016, from 5 to 7 p.m. An activity just for teenagers will be held from 8 – 9 p.m. and will be followed by a movie in the park. Sign-ups will start on May 1, 2016.

c. Activity Assignments

Favorite activities from last year include a chalk drawing contest, parachute toss, sucker pull, fish ponds, and bottle rockets. It would be fun to plan sport activities that correlate with the 2016 Summer Olympics. Instead of doing the traditional cake walk, children could participate in sprints, relays, gunnysack races, and an obstacle course. Tremonton Board Member Richard will talk to his neighbor about the possibility of getting bounce houses and a dunk tank.

The Bear River Valley Library Consortium needs more books for the sign-up giveaway. They could place an advertisement for “gently used” books in the newspaper.

d. Refreshments

The Tremonton Public Works Department has a popcorn machine that could be used during the movie. Garland Board Secretary Cottrell will check into options for getting small-sized cotton candy. Homemade root beer, served in little cups, is a possibility. Tremonton Chairperson Weaver will check to see if Kent’s Thriftway would be willing to donate hot dogs and buns. The consortium would need to plan on serving 400 people.

e. Movie

The movie will start at 9 p.m. Library Director Griffiths will correlate it with the Tremonton City Parks and Recreation Department.

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

Motion by Tremonton City Council Representative Doutre to adjourn the consortium meeting. Tremonton Board Member Jeppesen seconded the motion. Vote: Tremonton City Council Representative Doutre – aye, Chairperson Weaver - aye, Vice Chairperson James - aye, Board Secretary Macfarlane - aye, Board Member Bloomfield - aye, Board Member Jeppesen - aye, Board Member Jones - aye, Board Member Richard – aye; and Garland Chairperson Stay - aye, Board Secretary Cottrell - aye, Board Member Miller – aye, Board Member Young - aye. The motion carried.

TREMONTON LIBRARY BOARD MEETING

1. Welcome

Chairperson Weaver opened the meeting.

2. Approval of Agenda

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

3. Approval of Minutes from October 21, 2015

Motion by Board Member Jeppesen to approve the minutes of October 21, 2015. Board Member Doutre seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Weaver - aye, Vice Chairperson James - aye, Board Secretary Macfarlane - aye, Board Member Bloomfield - aye, Board Member Jeppesen - aye, Board Member Jones - aye, Board Member Richard – 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. Welcome New Board Members

Board Member Dan Richard and Board Member Laura Bloomfield were introduced to the other Library Board members.

b. Review and Adjust Three Year Strategic Plan

Technology Goals & Objectives: The Tremonton City Library has met its 2015 goals to 1) obtain a grant to purchase new tablets for children to use, 2) replace two computers, and 3) obtain a grant to purchase self-checkout stations, RFID tags, and gates. Legal problems will prevent the library from video recording stories to post online. The Tremonton Library has already completed its 2016 goal to digitize patron applications and user agreements, which can be accessed on the website.

Community Partnerships/Outreach Goals: The Tremonton Library is still trying to promote the use of its homework, job, language, and public pioneer databases. The Tremonton Library has received permission to install little free libraries at hospitals, nursing homes, parks, and clinics; however, funding is an issue.

Children's Services: The Tremonton Library met its 2015 goal to obtain a grant to purchase new tablets for children to use. They have already been checked out and used for a children's book reading club. Tremonton Library has provided

summer book camps for the last two years. Participation was poor, and the library is hoping to grow the program during 2016.

Teen Services: The Tremonton Library was unable to accomplish its 2015 goal, due to teenagers' fickle natures and busy schedules. The program has been expanded to include youth starting at age 10. The 2016 goal focuses on creating an email/texting tree to remind teens of meetings and activities.

Adult/Senior Services: Tremonton Library has not placed surveys or suggestion boxes at the library. Adults taking computer classes completed surveys at the Senior Center. Board Secretary Macfarlane suggested sending surveys out with city water bills. Tremonton Library has started on its 2016 goal to provide patrons with access to special collections. Patrons are now able to check computer laptops out for use in the library. Patrons will be able to use the Cricut at the Senior Center.

Public Relations/Marketing: The Tremonton Library has started its goal to post READ Posters spotlighting patrons and local celebrities. The library will continue to do this throughout the coming year. Library Director Griffiths has already created tri-fold informational flyers detailing all the services provided by the library, as well as information for use of the library. She will update the flyer and print more copies.

6. Board Reports

a. Library Director's Report

In October, 54 children made Halloween crafts. In November, 15 adults attended a dinner roll class, 12 children completed Thanksgiving crafts, and 8 teenagers participated in the Teen International Game Day. In December, 8 teenagers decorated the library, 2 children made Christmas crafts, and 79 people attended the Polar Express and Santa Party. In January, 4 adults created puzzle hearts.

The library has hired a new assistant librarian. Her name is Caroline Heinzman, and she goes by the name "Cassie." Cassie also works at the Garland Library and will serve as a liaison between the two libraries.

Motion by Vice Chairperson James to ratify Caroline Heinzman as a new assistant librarian. Board Member Jones seconded the motion. Vote: City Council Representative Dautre – aye, Chairperson Weaver - aye, Vice Chairperson James - aye, Board Secretary Macfarlane - aye, Board Member Bloomfield - aye, Board Member Jeppesen - aye, Board Member Jones - aye, Board Member Richard – aye. The motion carried.

The City has budgeted money for wooden book bins in the children's area. The bins will be short enough for children to reach, so that they can easily sort through the picture books. This project will be happening soon.

b. Business Topics for the Next Board Meeting

Review Facilities Policy
Library Board Binders for New Board Members

7. Calendar Items

- a. Next Library Board Meeting will be held on April 20, 2016 at 7 p.m.
- b. Advanced Computer Class on Tuesdays from 9 – 11 a.m. (*Senior Center*)
- c. Computer Help 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. Cake Decorating with Laura Bloomfield on January 23 at 4 p.m. (*Senior Center*)
- i. Girl's Princess Party on February 6 at 2-4 p.m. (*Senior Center*)
- j. Boy's Star Wars Party on February 27 at 2-4 p.m. (*Senior Center*)

8. Adjournment

Motion by Board Member Jeppesen to adjourn the meeting. Board Member Richard seconded the motion. Vote: City Council Representative Doutré – aye, Chairperson Weaver - aye, Vice Chairperson James - aye, Board Secretary Macfarlane - aye, Board Member Bloomfield - aye, Board Member Jeppesen - aye, Board Member Jones - aye, Board Member Richard – aye. The motion carried.

The meeting adjourned at 8:10 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