

APPROVED
Grand County Public Library
Minutes for the Regular Board of Directors Meeting
May 18, 2016 5:30 pm
Board Room, Grand County Public Library

In attendance for the May 18, 2016 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Ken Ballantyne, Dan McNeil, Susan Roche, and Jenna Woodbury. Also present was Meghan Flynn, Head of Adult Services (minutes). Kathy McHugh, Rob Magleby, Jeremy Lynch, Brityn Ballard, and Library Director Carrie Valdes were absent.

Ken Ballantyne called the meeting to order at 5:37 pm.

Approval of the minutes for the February 11, 2016 meeting was discussed. Dan McNeil made a motion to approve the minutes as presented. Susan Roche seconded the motion and it passed unanimously.

The library bills were passed around for review.

There were no citizens to be heard.

Meghan Flynn provided a Library Report on behalf of Carrie Valdes, Library Director. She reviewed staffing updates including the recent hire of a full time Children's Library Assistant and a part time Library Clerk position. Meghan also reviewed a first quarter comparison of library statistics. She noted that checkouts of both physical materials and electronic items show increased use in the first quarter. Meeting room use and adult programming both show a decrease as compared to the first quarter of 2015. Meghan asked the board to keep in mind that the first quarter of 2015 contained the library's centennial anniversary. The centennial celebration involved several special programs in addition to regular library programming.

Meghan continued the report and reviewed recent upgrades to the building. New flooring, sound tiles in the teen area, and security cameras have been successfully installed. Wifi bandwidth has been increased and both the concrete and benches in front of the library's front entrance have been re-stained. Susan asked if anyone monitors the security camera footage. Meghan replied that the footage is not monitored. Cameras record approximately three days-worth of footage before recordings are taped over. Camera recordings will not be viewed unless there is a probable cause. Meghan concluded the library report and reviewed the current Friends of the Library book sale, the recent Library Comic Con event, and upcoming events and summer reading programs for kids, teens and adults.

The Board moved on to Old Business. The first item on the agenda under Old Business was review and consideration of re-approval of the Grand County Public Library Code of Conduct Policy. No changes were recommended by library staff. Dan McNeil asked if the Code of Conduct's reference to weapons is posted somewhere in the library. Meghan replied that the Code of Conduct Policy is posted and available in the library and on the library's website, but there is not a sign that specifically highlights the policy's reference to weapons. Dan also asked

for a definition of a service animal. Meghan replied that if a person replies “yes” when asked if they are with a service animal, then it is considered a service animal by library staff. The question staff may ask about the animal is per the Americans with Disabilities Act. Jenna Woodbury asked why the policy describes different consequences for children as compared to adults if they violate the Code of Conduct. Meghan noted that the Head of Children and Teen Services and the Library Director have worked to create behavior contracts that are both fair and effective for juveniles that violate the Code of Conduct. Discussion followed. Dan McNeil asked if there is a record of how often the Code of Conduct is violated in a patron incident log, and if so, could the Board review the log. Meghan replied that there is a patron incident log and that she would look into an answer regarding the question of Board review, as privacy issues may exist. Jenna asked if the police have been called from the library. Meghan replied that the police have been called in the past, and noted that Carrie is very supportive of library staff seeking assistance from law enforcement whenever necessary. Discussion followed. Dan asked if “stealing” should be added to Addendum A under “Dangerous, destructive or criminal conduct may include, but is not limited to.” He asked how frequently library items are stolen. Meghan replied that the library’s calculated loss rate is very low compared to other Utah libraries. Dan noted that some of the formatting within the “First Violation” section of Addendum A could be improved. Discussion followed. Ken Ballantyne asked the Board if they would like to table the policy approval so that questions can be answered and potential adjustments made. Dan McNeil made a motion to table the approval of the Code of Conduct Policy. Susan Roche seconded the motion and it passed unanimously.

The second item on the agenda under Old Business was review and consideration of re-approval of the Grand County Public Library Interlibrary Loan Policy. Jenna asked if Grand County Public Library loans books to other libraries via interlibrary loan. Meghan replied that GCPL only borrows items from other libraries via the Utah State Library’s Interlibrary Loan Program. Dan McNeil asked why it costs \$4 for a patron to interlibrary loan an item. Meghan replied that \$4 is reflective of the cost of postage for interlibrary loan materials. Discussion followed. Dan asked if a lower cost could be considered for interlibrary loans. Meghan noted that any price changes would be part of the Grand County Fee Schedule. Dan McNeil made a motion to approve the Grand County Public Library Interlibrary Loan Policy as presented. Jenna Woodbury seconded the motion and it passed unanimously.

The third item on the agenda under Old Business was review and consideration of re-approval of Grand County Public Library Computer Use Policy. No changes were recommended by library staff. Susan Roche asked how the iPad and Kindle lending program has been going. Meghan replied that the lending program has been working well. Discussion followed. Susan Roche made a motion to approve the Computer Use Policy as presented. Dan McNeil seconded the motion and it passed unanimously.

The Board moved on to the Consent Agenda. The item under Consent Agenda was Ratify Chair’s Signature on Community Library Enhancement Fund (CLEF) Agreement. Meghan explained that the CLEF grant is funding from the Utah State Library that Grand County Public Library uses to replace and update technology in the library. She told the Board that the Consent Agenda is in place to ensure that the Chair has authority to represent the Library Board with her signature on the CLEF Memorandum of Agreement (MOA). Discussion followed. Jenna

Woodbury made a motion to ratify the Chair's signature on the CLEF MOA. Dan McNeil seconded the motion and it passed unanimously.

The Board moved on to New Business. The first item on the agenda under New Business was Discussion of Open and Public Meetings Act Training coming up on Thursday, June 9 at the Grand Center. Ken Ballantyne noted that a portion of the training is now required for board members each year. Discussion followed. Ken also noted that there is an online version of the training available.

The next item on the agenda was Board Member Reports. There were no Board Member Reports.

The Board moved on to Discussion of Future Agenda Items. Susan Roche noted that she would like the Board or Strategic Planning Committee to have a discussion about creative strategic plan ideas in the future.

A closed session was not needed. Ken adjourned the meeting at 6:25 pm.