DELTA CITY LIBRARY ADVISORY BOARD

REGULAR MEETING AGENDA

Date, January 9, 2019, Commences 5:00 p.m.
Delta City Municipal Complex Library Conference Room
76 North 200 West, Delta, Utah 84624-9440

Karen J. Chandler, Chairperson
Advisory Board Members
Laura A. Bassett
Kristen F. Chase
Camille F. Gale
Mylisa R. Jacobson
DeEtta V. Oman
Robert W. Banks, Council Liaison
Nicholas W. Killpack, Council Liaison

- Call to Order
- Minutes Approval: LAB 11-14-2018

BUSINESS

1. Michelle C. Lovejoy, Librarian
   Topic: December Activity
   Action: Evaluation

2. Michelle C. Lovejoy, Librarian
   Topic: Review Current Budget
   Action: Discussion

3. Michelle C. Lovejoy, Librarian
   Topic: Art Exhibits
   Action: Discussion

4. Michelle C. Lovejoy, Librarian
   Topic: Night of 1,000 Stars
   Action: Discussion

5. Michelle C. Lovejoy, Librarian
   Topic: ULA Attendance
   Action: Discussion/Consideration for Approval

6. Michelle C. Lovejoy, Librarian
   Topic: Programming
   Action: Discussion

7. Michelle C. Lovejoy, Librarian
   Topic: New Hours
   Action: Discussion

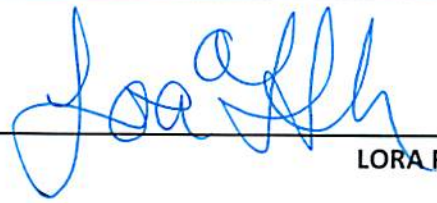
8. Michelle C. Lovejoy, Librarian
   Topic: iPad Usage Policy
   Action: Consideration of Approval

9. Robert W. Banks/Nicholas W. Killpack, Council Liaisons
   Topic: Building Update
   Action: Discussion

10. Other Business

Library Board Meeting – March 13, 2019 5:00 P.M.

NOTICE: Be advised the Library Advisory Board may also conduct an Electronic Meeting so that a member of the Public Body may participate, pursuant to UCA §52-4-207, (1953), as amended. Agenda items are considered flexible and may be conducted sequentially different than illustrated herein to meet the needs of the Library Advisory Board. Individuals and entities that have business before the Library Advisory Board should be present at meeting commencement.



LORA FITCH, DEPUTY RECORDER

CERTIFICATE OF MAILING & DELIVERY

The above signed, duly-appointed and acting City Recorder for Delta City, Utah, hereby certifies that a copy of the foregoing Notice and Agenda was mailed, postage prepaid, to the Millard County Chronicle-Progress, LLC, PO BOX 249, Delta, UT 84624-0249 and published on the Delta City and Utah Public Notice websites and was personally provided to each member of the Library Advisory Board, this 7, January, 2019.

THE PUBLIC IS ENCOURAGED TO PARTICIPATE IN ALL CITY MEETINGS. In accordance with the Americans with Disabilities Act (ADA), we will make reasonable accommodations for those needing assistance to participate in our meetings. Requests for assistance can be made by contacting the City at 435.864.2759 at least forty-eight hours in advance of the meeting.

DELTA CITY
LIBRARY ADVISORY BOARD MEETING
Wednesday, November 6, 2018
Delta City Municipal Complex, Library Conf. Rm.
76 North 200 West
Delta, Utah 84624-9440

PRESENT
Karen J. Chandler, Chairperson
Camille F. Gale, Board Member
Mylisa R. Jacobson, Board Member
DeEtta V. Oman, Board Member

ABSENT
Kristen F. Chase, Board Member
Robert W. Banks, Council Liaison
Nicholas W. Killpack, Council Liaison

ADDITIONALLY PRESENT
Deborah B. Greathouse, Library Director
Laura A. Bassett

Chairman Chandler called the meeting to order at 5:06 p.m. Chairman Chandler conducted roll call. Those present include Chairperson Chandler, Board Members Gale, Jacobson, and Oman.

MINUTES

The minutes for Library Board meetings held on April 4, 2018 and June 20, 2018 were presented for approval. Board Member Jacobson MOVED to adopt the minutes of the April 4, 2018 and June 20, 2018 library board meetings. The motion was SECONDED by Board Member Oman. Board Member Chandler called for a vote to approve the minutes of April 4, 2018. Board Members Gale, Jacobson, and Oman voted in favor. Chandler called for a vote to approve the minutes of June 20, 2018. Board Members Gale, Jacobson, and Oman voted in favor. Board Member Gale questioned the June 20, 2018 minutes where it said she had approved an item, and she was absent from that Board Meeting (line 59). There was further question from Oman, who was also not there. After further discussion, it was decided that Killpack, Jacobson, Chase, and Smith were the only ones present at that meeting.

NEW BOARD MEMBER

New Board Member Laura Bassett was informed by Greathouse to go to https://library.utah.gov and read the about the trustees and friends, and inform Greathouse when it was read through so she could report it to the state library. It will present the training and responsibilities she will need.

EMPLOYEES

Librarian Greathouse presented new employees Kelsie Scott (Butterfield) and Triniti Bond. The new employees are working out well. They will continue to train. With the presence of so many employees, Board Member Jacobson asked if they were getting the hours they wanted. Greathouse informed them that Triniti usually works one shift a week, and Kelsie two.

SUMMER STORY HOUR

Librarian Greathouse presented an evaluation of the 2018 summer story hour. Three groups were the focus this year, 3-5, 6-9, and ten plus. Volunteer parent came to read, the theme was Libraries Rock, and there was also a volunteer musical guest each week. The musical guests took the place of weekly crafts this year. The older group was provided with a copy of the book A Series of Unfortunate Events. The statistics from summer story hour were 3-5 year olds 191 attendees, 2,092 books read; 6-9 year olds 92 attendees, 785 books read; 10 and older 32 attendees, 75 books read, 25,464 minutes read.

PROGRAMS

Librarian Greathouse informed the Board that Lego Club is going well, a lot of Reading Bingo from the Delta South Elementary School is getting done, and the amount of books being checked out is improving because of it. Bob Ross is going well, but it was decided that it will be taken off the calendar for December. Elf on the Shelf was presented as a way to give away duplicate books. Instagram contests were also presented. 12 days of Christmas book give away was presented as well. Board Member Jacobson asked where all the duplicate books are coming from, and Greathouse informed the board that the Utah State Library Grant sent them to the library. Oman asked about how we would be advertising for these contests, and Greathouse said she would be checking with the marquee and put up advertising in the library.

Unapproved

USL GRANT
Librarian Greathouse discussed the Utah State Library grant. Two boxes of books were chosen by the State Library, and sent to the Delta City Library free of charge. Chairperson Chandler asked how often they send them, Greathouse informed her it was once a year, and it included picture books and children's non-fiction.

AUTHOR VISIT
Board Member Bassett presented Utah author visit Jessica Day George, who made a presentation at the Delta Middle School to three school grades, and the Delta City Library, where 43 people were in attendance.

ESCAPE ROOM
Librarian Greathouse discussed the escape room, with attendance of 154 people. Plans to repeat on a quarterly basis, Board Member Bassett suggested buying a kit to make planning an escape room easier. Ice cream coupons were purchased for the participants.

DONATION POLICY
Librarian Greathouse presented the new book donation policy for a vote. Board Member Jacobson advised that we keep the policy posted. With the addition of water damage and smell corrected, Chairperson Chandler MOVED to accept the guidelines presented, the motion was SECONDED by Board Member Gale.

NEW DIRECTOR
Librarian Greathouse presented an update on the hiring process of a new Library Director. The cutoff date for the applications would be November 21, and interviews given shortly after.

BUILDING UPDATE
With the absence of Council Liaisons Killpack and Banks, there was no update on the carpeting and painting of the library.

OTHER BUSINESS
Board Member Bassett enquired about the iPad usage policy, Board Members Jacobson and Oman suggested apps to put on the iPads, with the maximum age be ignored.
Board Member Bassett suggested looking into setting up the computers to take AR tests.
Librarian Greathouse advised the next Library Board Meeting would be held January 16, 2019 at 5:00 PM in the library conference room.

Chairperson Chandler asked if there were any comments, questions or other items to be discussed, there were none. Board Member Jacobson MOVED to adjourn the Library Advisory Board meeting. The motion was SECONDED by Board Member Gale. Chairman Smith asked if there were any questions or comments regarding the motion. There being none, he called for a vote. The motion passed with Board Member Gale, Board Member Jacobson, and Board Member Oman in favor. None opposed.

The meeting was adjourned at 5:56 p.m.

CITY OF DELTA
Delta City
CORPORATE SEAL
STATE OF UTAH

LORA FITCH
DEPUTY RECORDER

MINUTES APPROVED: MM/DD/2019

approved

IPAD USAGE POLICY

You must sign in before use

For ages 4+

No internet/ printer capabilities

Volume must be muted or headphones used

30 minute time limit per day

Only PBS and educational games accessible

IPAD SIGN IN SHEET

NAME	DATE	TIME