

**TREMONTON CITY LIBRARY
BOARD MEETING
October 17, 2018**

Members Present:

Kim Griffiths, Library Director
Diana Doutre, City Council Representative
Carol Jones, Chairperson
Kathy Wood, Board Secretary
Melodie Ashby, Board Member
Lisa Unsworth, Board Member
Rebecca Jeppesen, Librarian-Secretary

Members Absent:

Terrel Shumway, Vice Chairperson
Moroni Aguilar, Board Member
Rebecca Cavanaugh, Board Member

The Tremonton Library Board Meeting was called to order by Chairperson Carol Jones at 7:10 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, Chairperson Carol Jones, Board Secretary Kathy Wood, Board Members Melodie Ashby and Lisa Unsworth, Librarian-Secretary Rebecca Jeppesen, and Oria Burningham.

1. Welcome

Chairperson Jones opened the meeting.

2. Approval of Agenda

Motion by City Council Representative Doutre to approve the Agenda. Board Secretary Wood seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Jones – aye, Board Secretary Wood – aye, Board Member Ashby – aye, Board Member Unsworth – aye. The motion carried.

3. Approval of Minutes from July 18, 2018

Motion by Board Secretary Wood to approve Minutes of July 18, 2018. Board Member Unsworth seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Jones – aye, Board Secretary Wood – aye, Board Member Ashby – aye, Board Member Unsworth – 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. Approve Oria Burningham to Serve on Library Board

Motion by Board Member Ashby to approve Oria Burningham as new board member. Board Member Wood seconded the motion. Vote: City Council Representative Dautre – aye, Chairperson Jones – aye, Board Secretary Wood – aye, Board Member Ashby – aye, Board Member Unsworth - aye. The motion carried.

Oria Burningham's name will be submitted to the Tremonton City Council.

- b. Identify which Board Members Need Binders

Board Members Unsworth and Burningham received Library Board Binders.

- c. Verify Board Member Contact Information

Board Members verified their contact information. City Council Representative Dautre, Chairperson Jones, Board Secretary Wood, and Board Member Burningham granted permission to post their contact addresses, phone numbers, and email addresses on the Utah State Library Website. Board Members Ashby and Unsworth granted permission to post their email addresses.

- d. Ratify New Employees

Motion by City Council Representative Dautre to ratify Tiana Sills and Lillian Florez as new employees of the Tremonton City Library. Board Member Unsworth seconded the motion. Vote: City Council Representative Dautre – aye, Chairperson Jones – aye, Board Secretary Wood – aye, Board Member Ashby – aye, Board Member Unsworth – aye, Board Member Burningham – aye. The motion carried.

6. Unfinished Business

- a. Vote on Board Positions

Motion by Board Member Burningham to approve Terrell Shumway as the Library Board Vice Chairperson. Board Member Ashby seconded the motion. Vote: City Council Representative Dautre – aye, Chairperson Jones – aye, Board

Secretary Wood – aye, Board Member Ashby – aye, Board Member Unsworth – aye, Board Member Burningham – aye. The motion carried.

Motion by City Council Representative Doutre to approve Kathy Wood as the Library Board Secretary. Board Member Unsworth seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Jones – aye, Board Secretary Wood – aye, Board Member Ashby – aye, Board Member Unsworth – aye, Board Member Burningham - aye. The motion carried.

b. Vote on Circulation Policy

Motion by City Council Representative Doutre to approve the Circulation Policy, changing checkout for new release movies to 3 days, with no renewals, and all other movies to one week checkouts with 2 renewals. Board Secretary Wood seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Jones – aye, Board Secretary Wood – aye, Board Member Ashby – aye, Board Member Unsworth – aye, Board Member Burningham – aye. The motion carried.

c. Thank You Notes

Board Members signed thank you notes for retired Board Chairperson Linda James, Board Member Annette Macfarlane, and Board Member Nancy Bills.

7. Board Reports

a. Library Director's Report

Library Certification has been approved for another year.

Dark blue carpeting squares will be laid on Monday. The staff will start boxing books up tomorrow.

In July, 21 children attended a 6 session, weekly Coding and Robotics club; 24 children attended a 10 session, biweekly Coding and Robotics club; 23 teens participated in an After-Hours Water Party; 57 individuals watched a Ventriloquist Puppet Show; 36 children attempted to find Nibbles (stuffed animal) and entered a drawing to win him; and 44 individuals attended the Harry Potter Party. In August, 6 adults participated in an Author Workshop with Rhonda Hindrichsen, and 315 people attended the Hot Rod and Hogs 50's End-of-Summer Reading Party. In September, children searched for farm animals and earned candy, 12 teens attended the After Hours Teen Activity, and 12 individuals participated in the Sugar Cookie Class for families.

b. Business Topics for the Next Board Meeting

Plan 2019 Library Board Meeting Dates
State Library Board Training with Garland Library Board before Bear River
Valley Library Consortium Meeting

8. Calendar Items
 - a. Next Library Board Meeting and Training with Bear River Valley Consortium in January 2019
 - b. 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. Computer Class on Wednesdays from 6-8 p.m. (*Senior Center*)
 - e. Computer Class on Thursdays from 9–11 a.m. (*Senior Center*)
 - f. Children’s Story Hour on Fridays at 10 a.m. (*Tremonton Library*)
 - g. Adult Craft Class: Christmas Cards on October 20 at 5 (*Senior Center*)
 - h. Library Closed from October 18-27 for New Carpet Installation

9. Adjournment

Motion by City Council Representative Doutre to adjourn meeting. Board Member Unsworth seconded the motion. Vote: City Council Representative Doutre – aye, Chairperson Jones – aye, Board Secretary Wood – aye, Board Member Ashby – aye, Board Member Unsworth – aye, Board Member Burningham – aye. The motion carried.

The meeting adjourned at 7:32 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

Carol Jones
Chairperson