

**TREMONTON CITY LIBRARY
BOARD MEETING
January 9, 2019**

Tremonton Library Board Members Present:

Kim Griffiths, Library Director
Diana Doutre, City Council Representative
Carol Jones, Chairperson
Terrel Shumway, Vice Chairperson
Kathy Wood, Board Secretary
Moroni Aguilar, Board Member
Melodie Ashby, Board Member
Oria Burningham, Board Member
Lisa Unsworth, Board Member
Rebecca Jeppesen, Librarian-Secretary

Garland Library Board Members Present:

Tate Atkin, Library Director
Linda Bourne, City Council Representative
Michelle Stay, Board President
Patti Field, Board Member
Shanna Sexton, Board Member

Garland Member excused:
Angie Towne, Board Member

Garland Members Absent:
Elizabeth Murphy, Board Member
Loriann Peterson, Board Member

LIBRARY BOARD TRAINING

6:00 p.m.

Presented by the Utah State Library

The Library Board Meeting was held in the Tremonton City Office Building at 102 South Tremont Street, Tremonton, Utah. Rachel Cook, Utah State Library Grants Coordinator and Library Consultant, presented information and led discussions on the Library Bill of Rights, Code of Ethics, and Golden Rules for library board members. Board member responsibilities include being advocates for the library and patrons with the city government, supporting and advising the library

director, listening to and representing citizens, and providing oversight and vision for the library. First, library board members must make themselves aware of the many services their library provides to the community. Second, library board members can become advocates by letting family, neighbors, and the public know that they are members of the library board, and working to understand and address community needs by asking others for their opinions. Third, board members provide library oversight by participating in the policy making process and supporting the librarian's effort to meet Utah State certification requirements. Fourth, board members can provide vision by providing strategic plan input.

Juan Lee, Utah State Library Data Coordinator and Library Consultant, provided discussion insights and answered questions. Lee explained that in addition to annual Open Meeting Training provided by the city attorney, board members are required to receive Board Training every year. The Utah State Library staff will be happy to provide future training, but short video clips and a 15 minute discussion during regular board meetings can also be counted as training.

Chaundra Johnson, Utah State Library Development Program Manager, and Jessica Whetman, Utah State Library Grants Coordinator and Library Consultant, also attended the board training meeting.

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

7:00

The Bear River Valley Library Consortium meeting was called to order by Tremonton Chairperson Carol Jones at 7:37 p.m. Those in attendance were Tremonton Library Director Kim Griffiths, City Council Representative Diana Dautre, Chairperson Carol Jones, Vice Chairperson Terrel Shumway, Board Secretary Kathy Wood, Board Members Moroni Aguilar, Melodie Ashby, Oria Burningham, Lisa Unsworth, Librarian-Secretary Rebecca Jeppesen; Garland Library Director Tate Atkin, City Council Representative Linda Bourne, Board President Michelle Stay, Board Members Patti Field and Shanna Sexton.

1. Welcome

Tremonton Chairperson Jones opened the meeting.

2. Approval of Agenda

Motion by Tremonton Vice Chairperson Shumway to approve the Agenda.

Tremonton City Council Representative Dautre seconded the motion. Vote: Tremonton City Council Representative Dautre - aye, Chairperson Jones - aye, Vice Chairperson Shumway - aye, Board Secretary Wood - aye, Board Member Aguilar - aye, Board Member Ashby - aye, Board Member Burningham - aye, Board Member Unsworth - aye; Garland City Council Representative Bourne - aye, Board President Stay - aye, Board Member Field - aye, Board Member Sexton - aye. The motion carried.

3. Plan Annual Consortium Strategic Goals

a. Bear River Valley Community Activities Calendar

The Wandoo program, which the consortium used this past year, will be discontinued. The Tremonton City Library is considering using the Great Reading Adventure software, which was designed with a grant and is available to all libraries for free. It has library branch options and includes a calendar. However, the consortium will need to get it hosted. Vice Chairperson Shumway has expertise in this area and volunteered to assist in getting it hosted. The Tremonton Library may consider purchasing their own website to use for hosting.

b. Annual Combined Activities

Garland Library Director Atkin is willing to share Garland Library and Tremonton Library activities, but he does not want to sponsor any specific shared activities. Tremonton Library Director Griffiths explained that the combined summer reading program registration will enable each patron to participate in each library's reading program, but that each library will host their own individualized reading programs. Atkins requested better communication between the libraries, so that each library staff will be better informed about the other library's reading prize program.

c. Board Member Ideas

Board member ideas were not discussed.

4. Plan Summer Reading Program Party

a. 2019 Summer Reading Program Theme

The 2019 Summer Reading theme is "A Universe of Stories." When Library Director Griffiths shared her idea to host a Comic-Con for the opening party, Library Director Atkin expressed concerns that it would be a lot of work. Griffiths explained that the children could dress up as science fiction characters and that activity booths would include science activities.

b. Day and Time for Opening Party

The library board discussed pros and cons of hosting the party on a Monday, before Memorial Day weekend, or after school lets out for the summer. The Bear River Valley Consortium decided to host the Opening Summer Reading Party on Friday, May 17, from 5-7 p.m., with a movie afterwards.

c. New Program for Summer Reading Registration

The Great Reading Adventure software includes digital games and digital badges that can be used as incentive prizes. This program is supposed to be more user friendly than the Wandoo program, which we used last year.

d. Activity Assignments

Activity assignments were not discussed.

e. Refreshments

Refreshments were not discussed.

f. Movie Night

Possible movies were not discussed.

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

Motion by Garland Board Member Field to Adjourn the Bear River Library Consortium Meeting. Tremonton City Secretary Wood seconded the motion. Vote: Tremonton City Council Representative Doutre - aye, Chairperson Jones - aye, Vice Chairperson Shumway - aye, Board Secretary Wood – aye, Board Member Aguilar - aye, Board Member Ashby – aye, Board Member Burningham – aye, Board Member Unsworth - aye; Garland City Council Representative Bourne - aye, Board President Stay - aye, Board Member Field - aye, Board Member Sexton - aye. The motion carried.

TREMONTON LIBRARY BOARD MEETING

1. Welcome

Chairperson Jones opened the meeting.

2. Approval of Agenda

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

3. Approval of Minutes from October 17, 2018

Motion by City Council Representative Doutre to Approve Minutes from October 17, 2018. Board Member Aguilar seconded the motion. Vote: City Council Representative Doutre - aye, Chairperson Jones - aye, Vice Chairperson Shumway - aye, Board Secretary Wood – aye, Board Member Aguilar - aye, Board Member Ashby – aye, Board Member Burningham – 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. Updated List of Library Board Members

Garland Library Board and Tremonton Library Board lists were passed around to everyone in attendance.

- b. Ratify Returning Staff Member

Motion by City Council Representative Doutre to approve Kori Williams as a new Staff Member. Board Member Ashby seconded the motion. Vote: City Council Representative Doutre - aye, Chairperson Jones - aye, Vice Chairperson Shumway - aye, Board Secretary Wood – aye, Board Member Aguilar - aye, Board Member Ashby – aye, Board Member Burningham – aye, Board Member Unsworth – aye. The motion carried.

- c. Discuss Social Media Policy

Marc Christensen, Tremonton Parks and Recreation Director, has suggested that the library board create a Social Media Policy, which would provide guidelines for what library staff members are allowed to post on the library's Facebook, Pinterest, and Twitter accounts. Director Griffiths asked the board to let her know their ideas of items that should be included.

- d. Discuss 2019 Summer Reading Kickoff Party

Director Griffiths postponed planning the Opening Summer Reading Party activities until she could talk with Director Atkin, who did not appear to like her theme idea.

Board Member Aguilar reported that the food trucks last year lost money, due to paying more for gas, to drive up to Tremonton, than they earned in sales. Board members suggested asking church groups or service clubs to host food stands as fundraisers. Board Member Burningham volunteered to ask local grocery stores

for food donations. City Council Representative said that she thought the Tremonton City Council would be willing to pay for popcorn and hotdogs.

6. Unfinished Business

a. Vote on 2019 Library Board Meeting Dates

Motion by Vice Chairperson Shumway to approve the 2019 Library Board Meeting Dates. Board Member Unsworth seconded the motion. Vote: City Council Representative Doutre - aye, Chairperson Jones - aye, Vice Chairperson Shumway - aye, Board Secretary Wood – aye, Board Member Aguilar - aye, Board Member Ashby – aye, Board Member Burningham – aye, Board Member Unsworth – aye. The motion carried.

7. Board Reports

a. Library Director's Report

In November, 9 teens created turkeys out of books, and 4 teens decorated the library for Christmas. In December, 25 children attended a musical story time presented by Ana Anawalt, over 25 children participated in a Grinch Hunt and received candy rewards, 17 children received prizes for finding hidden Whoville rocks, 52 individuals attended a Grinch Party, and 12 teens created and delivered warm fuzzies. Upcoming activities include an Instant Pot cooking class this upcoming Saturday and two children's Star Wars Parties at the end of January and February. No one has signed up yet for the Star Wars Parties, which must be completed online. Board members suggested that a flier about the party and online registration be placed on the library counter where patrons would be most likely to see it.

b. Business Topics for the Next Board Meeting

Discuss Recruiting a New Board Member
Discuss Opening Summer Reading Party

8. Calendar Items

- a. Next Library Board Meeting will be held on April 17, 2019 @ 7 p.m.
- b. Computer Class on Tuesdays from 9 – 11 a.m. (*Senior Center*)
- c. Computer Class on Wednesdays from 9 – 11 a.m. (*Senior Center*)
- d. Computer Class on Thursdays from 9 – 11 a.m. (*Senior Center*)
- e. Children's Story Hour on Fridays at 10 a.m.
- f. Adult One Pot Cooking Class on January 12 from 4-6 p.m. (*Senior Center*)`
- g. Boys & Girls Star Wars Parties on January 26 and February 23 from 2-4 p.m. (*Senior Center*)

9. Adjournment

Motion by City Council Representative Doutre. Board Member Unsworth seconded the motion. Vote: City Council Representative Doutre - aye, Chairperson Jones - aye, Vice Chairperson Shumway - aye, Board Secretary Wood – aye, Board Member Aguilar - aye, Board Member Ashby – aye, Board Member Burningham – aye, Board Member Unsworth – aye. The motion carried.

The meeting adjourned at 8:27 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