

**Wasatch County Library  
Library Board Meeting Minutes  
Friday, January 18, 2019 Started at 12:04 pm**

**In attendance: Kristen Bowcutt – Director, Paul Kennard – Chair, Mitzi Nelson – Secretary, Scott Heath – Member and Danny Goode – County Council.**

**Excused: Heather Epperson – Member**

**Conducting: Paul Kennard Minutes: Mitzi Nelson**

**Welcome Visitors – David Rowley - WA Co Personnel, Ed Little – Friends of the Library, President**

**Minutes from October 29, 2018: Motion to Accept – Mitzi, Second Scott.**

**I. Reports**

**A. Friends of the Library – Ed Little**

1. What the Library Board does affects the Friends, so it is good that the President attends Board meetings to be able to report to the Friends. It is also helpful when Kristen attends the Friends' meetings to be a resource for them. The Friends want to help speak up for the library.
2. The Bookshare is going well at the various sites. There is a great need for Spanish language books. Hospital and clinic staff are using the books with children during appointments. The bookshelves are helping some to keep the books together. Talked about the need for a bookshelf at the Justice Center – not sure it would work easily there. Ed does the majority of the deliveries to help this continue to work.
3. New addition.
  - a. Fundraising tree. The tree will be brass with different colored leaves starting at \$50 apiece. Signarama is creating the tree.
  - b. Chairs and carts have arrived. Ann Zimmerman will submit a PR article to the Wave as each new thing is added to the addition to help keep interest high until the Open House. Open House to be held most likely in the Spring when the landscaping is complete.
  - c. New room getting lots of good reviews. Storytime and first event went well. Parking is all done.
4. Artist of month – taken over by Friends. PC artists want more for their exhibits.
5. Discussion was held about the Friends budget and organization.
  - a. They need to have a budget and updated signatures when new president is installed. Danny suggested that the Board should receive quarterly budget report from the Friends.
  - b. \$19,000 in account after buying chairs and carts.
  - c. Book sale proceeds are still being worked out. Discussed the book sale and misunderstanding between Friends volunteers and Kristi Weight, assigned library staff person. Friends are concerned because the money is going to the library funds and not the Friends. The money comes back

to the library through the Friends as they use it for purchases and programs. Kristi takes care of money, books and access to the room where the books are kept. The Friends feel like they should be able to be more involved with the sales of the books and should have access to the room at all times. Kristen was asked to clarify the relationship with the Friends group and the library with Kristi to help the Friends function as an advocacy group to the Library. Let Kristi know that she is there to help the Friends be successful in their mission to support the Library.

- d. Ed reported that the Friends are in the process of rewriting their bylaws to bring them up to date to their current mission to support the library.
- e. Ed wondered about having a Library Board member assigned to attend the Friends meetings. There was some concern that the Library Board didn't want to appear to rule the Friends and it would be better to have Ed come and report once a quarter. The Library Director should continue to attend the Friends meetings and then report to the Library Board.
- f. The Board would like Ed to express to the Friends how much the Library and the Board appreciate all they do.

## **II. Business item A Kristen's Retirement was moved up to accommodate Dave Rowley.**

- A. Dave gave the board a handout with library code and job description for hiring a new director. The Board will meet with the applicants and give their recommendation to the County Council.
- B. Kristen and Dave will go over the job description and fine tune it.
- C. The Board gave their input on the Education and Experience and Licensing and Certification sections of the Job Description as follows:
  1. Education and Experience – Minimum - Bachelor's Degree in Library Science or related field of study; Master's degree preferred. Recommend that the person has a minimum of 6 years of library experience with 3 of those years serving in a supervisory capacity.
  2. Licensing and Certification – Certified by the Utah Sate Library Association. Will give allow the person three years to complete this if needed.
- D. Discussion was held regarding salary, interview process and timeline for hiring.
- E. Discussion about if there is a need to extend Kristen's contract to help with the transition.
- F. Kirsten expressed her thoughts about her retirement and the current state of the Library. Board members commended Kristen for her years of service and dedication to the Library and for the great resource she has built and maintained as her legacy to the County.
- G. Dave will proceed with the job posting and get back with the Board as to the next steps to be taken.
- H. Dave and Scott were excused at this time.

## **II. Library Director and Trustee Reports**

- A. Library Events Activities and Events.
  1. Event calendars were passed out and reviewed. The craft of the month is paid for by the library, but a few events have a small cost for the participants.
  2. The contract for a \$200 grant books for inmates from the State Library has been signed and returned to state.

3. The Booktique made \$856 for the Friends.
4. Food donations for fine resulted in \$776 of fines being dismissed.
- B. Personal Parties in the Library.
  1. Before leaving Dave Rowley informed the Board that in order for a private party to be held in the Library, the person requesting the use of the library must have USIP insurance to cover the event. The cost of the insurance can state at \$500.
  2. Kristen will let the patron know about the insurance requirement.
  3. The Library and Board should address this issue in library policies.
- C. Water leak during the holidays from sprinkler pipes.
  1. The County was notified and repairs were made. The system is just patched, and the pipes need to be replaced
  2. Kristen will get a list to Danny about all the breaks and repairs over the years for him to present to county.

III. Other

- A. Will review current terms of Trustees at February meeting.
- B. Next meeting February 8, 2019 at 12:00 pm.
- C. Mitzi will do Agenda for meeting.

Motion to adjourn – Mitzi, Second – Danny. Motion passed.

Adjourned at \_\_\_\_\_.