Davis County Library Board Meeting
Davis County Library Headquarters
Staff Conference Room
133 S. Main Street, Farmington, Utah
August 20, 2019, 4:02 p.m.

PRESENT:
Claudette Eastman, Chair
Mel Miles, Vice-Chair
Connie May
Jennifer Somers
Jil Craythorne
Mary Lynne Morgan
Lorene Kamalu, Commissioner
Chris Sanford, Director
Josh Johnson, Deputy Director
Lynnette Mills, Deputy Director
Matt Goff, Deputy Director
Guests:
Kyle Phillips, Facilities Project Manager
Trent Smith, AJC Architects
Justin Heppler, AJC Architects

WELCOME:
Claudette Eastman conducted the meeting and welcomed the Board and guests to the meeting.

MINUTES:
Connie May made a motion to approve the minutes of the Library Board meeting held June 18, 2019. Jil Craythorne seconded the motion. The motion was unanimously carried.

Mary Lynne Morgan arrived.

AJC ARCHITECTS – PROPOSED PLANS:
Trent Smith, from AJC Architects went over the proposed plans for the new North Branch Library. He talked about programming that has been done and the trajectory of where we are going. The Board was shown a floor plan for an efficient two story building that will be approximately 1350-1400 square feet. The Board chose grey toned brick for the building in keeping with the colors of the adjacent buildings. Chris told the architects that we appreciate their efforts on our behalf.

2018 ANNUAL REPORT:
Chris presented the 2018 Annual Report to the Board. The annual reports are now available from the main page of the Library's website.

BOARD MEETING SCHEDULE – PROPOSED REVISED CALENDAR:
The Board was given an updated Board Meeting schedule for the rest of the year. Board meeting will be moved to 10:30 a.m. on the third Tuesday of the month starting with our September meeting. Jil Craythorne made a motion to approve the change, and Connie May seconded the motion. The motion passed unanimously.

2020 INFORMATION SYSTEMS PLAN - PROPOSED:
Josh Johnson went over the proposed 2020 Information Systems plan as part of the 2020 Budget. It has increased $40,000 from the 2019 plan. The increase is because of increased cost for the library's catalog and database of materials, increase in the cost of replacing technology equipment and a project to provide mobile print services to the public. Mel Miles made a motion to approve the plan as presented and forward it to the Budget Committee. Mary Lynne Morgan seconded the motion. The motion was unanimously carried.

CONTRACTS – RATIFICATION:
The following contracts were approved by the Commission during regularly scheduled Commission meetings:
-R&O Construction, for change order #6, in the amount of $6,854.36. Claudette Eastman made a motion to ratify the change order. Connie May seconded the motion. The motion passed unanimously.
-Donations exceeding $50 summary in the amount of $1,333.75 (3/27/19-5/23/19). Mel Miles made a motion to ratify the summary. Jil Craythorne seconded the motion. The motion passed unanimously.
-Quarterly low dollar contract summary in the amount of $4,520.00 (3/8/19-10/12/19). Mel Miles made a motion to ratify the summary. Jennifer Somers seconded the motion. The motion was unanimously carried.
-Tech Logic, software for the self-checkout stations, in the amount of $3,080.00. Jennifer Somers made a motion to ratify the contract. Connie May seconded it. The motion was carried unanimously.
-DearReader.com, for monthly email newsletter to patrons, in the amount of $3,400.00. Connie May made a motion to ratify the contract. Jil Craythorne seconded the motion. The motion passed unanimously.
-Contempo Cabinet, for specialty millwork for Syracuse, in the amount of $23,408.00. Mary Lynne Morgan made a motion to ratify the contract. Jil Craythorne seconded the motion. The motion was unanimously carried.
-R&O Construction, for change order #7 for a credit in the amount of ($13,205.87). Jennifer Somers made a motion to ratify the change order. Mel Miles seconded the motion. The motion passed unanimously

CAPITAL PROJECTS – PROPOSED:
-Chris told the Board that we are working on a date to close the Syracuse Kiosk sometime in early October. The computer equipment will need to be installed at the new library. The book drop will be open at the new Library so patrons can still drop off books but they will have to go to another Library to pick them up until the Library opens on November 1, 2019.
-We continue to have conversations with various city managers in the south end of the county.

-Kyle Phillips, the newest member of Facilities, introduced himself and gave a background on his construction experience. He will assist with project management on the Syracuse and Clearfield Library projects.

CHILDREN'S SERVICES/PROGRAMMING – UPDATE:
Lynnette Mills gave the Board an update on the Summer Reading program. She said it was a success and the children really enjoyed it. The programs and trackers we had for the Young Adult and Adult patrons were successful also.

COLLECTION DEVELOPMENT - UPDATE:
Matt Goff, the new Deputy Director, gave the Board an update on his experience with collection development. He has been working with, and training, Mary Moore who is the new Collection Development Manager. Matt explained what goes in to selecting material for the Library.

PROGRAMMING – UPDATE:
Chris told the Board that the Library participated in a military family event at Hill Field Elementary. The Library also had a booth at the Davis County Fair. They interacted with 2,900 people and processed 83 library cards. The Library also supported the Tour of Utah party as they passed through Farmington. The Children's Committee have been involved with many "Back to School" nights.

RATIFICATION OF BILLS – MAY 2019:
Mel Miles made a motion to ratify the May 2019 expenditures. Mary Lynne Morgan seconded the motion. The motion passed unanimously.

ADJOURNMENT:
Jil Craythorne made a motion to adjourn at 5:15 p.m. Connie May seconded the motion. The motion passed unanimously.

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Janet Rigby Date approved