

Wasatch County Library

Library Board Meeting Minutes – DRAFT

Friday, September 27 , 2019 Started at 12:10 pm

In attendance: Juan Lee – Director, Heather Epperson – Chair, Mitzi Nelson – Secretary, Danny Goode –
County Council

Excused: Paul Kennard

Conducting: Heather Epperson

Minutes: Mitzi Nelson

Welcome: Guest - Sam Passey, Uintah County Library Director
Newly proposed board members Cristina Spicer and Nancy Coleman Stickelman

Approval of Minutes from August 16, 2019.

Motion made to accept minutes by Danny, Seconded by Mitzi, and the Motion passed unanimously.

I. Consent Agenda Items

A. Library Director's Report Highlights from Juan (Complete report is posted online at the UPN website.) and Board discussion.

1. Eagle project were great. Thanks to scouts and families. Games section is going very well. Three new Little Free Libraries – supplied by donations. Friends will help supply books. Juan and Eagle Scout will supply and check them. Need to register the libraries – Juan will follow up with this.
2. Update on Summit County bookmobile.
 - a. It will stop at Deer Mountain once every two weeks during the school year. 4 special programs will be presented from our library in the year at Deer Mountain. Estimate of cost from October to May 14th - \$1,500. Great outreach. Need to change time so children can go with when parents are home. Coordinate for book giving with high school group at Christmas.
 - b. In the future, we need to look at other partnerships with other neighboring communities to do outreach to other areas in need in Wasatch County. Hideout might be next place to serve. Wallsburg needs help with activities for children. Wellsburg could maybe get help from Utah Co. There is a new development going up Daniel's canyon that will need services in the future.
3. Thank you to Juan for visiting and staying in touch with other libraries.
4. Reviewed information about grants received and what the monies were used for in the library.
5. Calendar is great for planning far ahead. Staff does great job with activities.
6. The use of new room is currently strictly for library use, programming and library sponsored programs only. Need to develop a Use Policy for all rooms in library. Computer room needs a lot of supervision. Talked about this Use Policy before and board decided to wait until the new director was appointed. Policy should be consistent with what the Senior Center has set up for access to building.

II. Reports

A. Friends of the Library

1. They have not meet as a group, so no update.
2. There has been no action on their setting up a non-profit status for them to be able to continue to exist. The County feels it needs to get separated from The Friends Group. Christine Spicer offered her help to the Friends to see what they need to do to get this accomplished.

B. Staff Report - Alice DeFriez - Learning at the Annual Conference of the Association for Rural and Small Libraries. This was postponed to an upcoming board meeting. Alice excused herself before the official Board meeting started.

C. Library expenditures update by Juan.

1. Received documents to start the budget process for the next year. Fiscal year goes from Jan – Dec. We have been spending money that we have not yet received from the November property tax receipts yet. Danny said that with the growth in the county the revenues should be higher than projected.
2. Bills for construction for work done after the first of the year were located. They were not part of the construction payment done in 2018. The invoices have been paid. We are slowing down in purchasing items to help save money to pay for those bills.
3. Fines budget line - large amount projected for collection and it has been met the past two years. Library has been very aggressive in collecting fines. We need to look at our policy and the practice of fines and will talk about it when we review the “Fines Free” Policy later.
4. The Library will probably come up short for the budget this year because of the construction bills. Library surplus funds were used last year for the new addition. We could be \$60,000-80,000 short depending on the revenues that come in with the taxes for November.
5. Mitzi offered to turn the PDF budget document into a word document to help Juan with the process.
6. Juan has talked with Mike Davis and he knows about this budget issue and will work with us to get through it. At the opening the Friends passed tree and the process of collecting donations to the county. Nothing has been done further with this. Would like to see the Friends get their 501c3 and have them oversee the tree and donations.

D. Integrated Library System (ILS) options for the catalog of the Library.

1. We currently use the Horizon system and it is expensive. Discussion was held about the several software programs that are added to our system to meet our needs and how this increases our costs for the program. We are looking at a \$15,000 one-year renewal for Horizon program. It is not user friendly and difficult to get customized changes for use by our library.
2. Options for us would be an open source ILS, like Koha and Evergreen. Juan gave an introduction of these systems as a proposal for a replacement catalog service for the Library.

Motion to adjourn by Danny, Second by Mitzi, and Motion passed unanimously.

Adjourned at 1:10 pm.

Next meeting: October 26, 2019 at 12:00 pm.