

**TREMONTON CITY LIBRARY
BOARD MEETING
October 16, 2019**

Tremonton Library Board Members Present:

Kim Griffiths, Library Director
Carol Jones, Chairperson
Oria Burningham, Vice Chairperson
Lisa Unsworth, Board Secretary
Moroni Aguilar, Board Member
Melodie Ashby, Board Member
Kathy Wood, Board Member
Megan Wheatley, Board Member
Rebecca Jeppesen, Librarian-Secretary

Members Excused:

Diana Doutre, City Council Representative

Members Absent:

Terrel Shumway, Board Member

The Tremonton Library Board Meeting was called to order by Chairperson Carol Jones at 7:00 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, Vice Chairperson Oria Burningham, Board Secretary Lisa Unsworth, Board Member Moroni Aguilar, Board Member Melodie Ashby, Board Member Kathy Wood, Board Member Megan Wheatley, and Librarian-Secretary Rebecca Jeppesen.

1. Welcome

Chairperson Jones opened the meeting.

2. Approval of Agenda

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

3. Approval of Minutes from July 17, 2019

Motion by Board Member Wood to approve the Minutes from July 17, 2019. Board Secretary Unsworth seconded the motion. Vote: Chairperson Jones – aye, Vice Chairperson Burningham – aye, Board Secretary Unsworth - aye, Board Member Aguilar – aye, Board Member Ashby – aye, Board Member Wood – aye, Board Member Wheatley – 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. Annual Open Meeting Training

Library Board Members are required to receive Open Meeting Training annually. Librarian-Secretary Jeppesen will email everyone a link for Utah's Online Training. It only takes about ten minutes to complete. Upon completion, board members will receive a certificate. Library Director Griffiths requested that everyone either email a copy of the certificate to her or bring it to the next board meeting.

- b. Discuss and Vote on Blood Pressure Cuff

The Health Department has given the library a Blood Pressure Cuff for patrons to check out. A copy of the policy will be included in the kit, along with a checklist of items. The library's checkout system will be customized to limit checkouts to adults. An automatic fee of \$10.00 will be charged if the cuff is put in the book drop.

Motion by Board Member Aguilar to approve the Blood Pressure Cuff/Monitor Kits Policy. Board Secretary Unsworth seconded the motion. Vote: Chairperson Jones – aye, Vice Chairperson Burningham – aye, Board Secretary Unsworth - aye, Board Member Aguilar – aye, Board Member Ashby – aye, Board Member Wood – aye, Board Member Wheatley – aye. The motion carried.

- c. Vote on 2020 Meeting Schedule

The 2020 Tremonton Library Board Meetings are scheduled on January 15, April 15, July 15, and October 21.

Motion by Board Member Wood to approve the Tremonton Library Board 2020 Meeting Schedule. Board Member Ashby seconded the motion. Vote: Chairperson Jones – aye, Vice Chairperson Burningham – aye, Board Secretary

Unsworth - aye, Board Member Aguilar - aye, Board Member Ashby – aye, Board Member Wood – aye, Board Member Wheatley – aye. The motion carried.

6. Unfinished Business

a. Discuss Virtual Reality Policy

Library Director Griffiths asked the board members to look through the proposed Tremonton City Library Virtual Reality Policy and to contact her with suggestions. The library board will need to vote on it at their next meeting, because the patrons will not be able to check virtual reality items out until a policy is approved. Patrons must be age 13 or older to use the VR headset. Use of the VR headset is associated with risks, so patrons over the age of 18 years old must sign a Waiver of Liability Agreement. Parents or legal guardians must sign a Waiver of Liability for patrons under the age of 18.

7. Board Reports

a. Library Director's Report

In July, 6 teens participated in the After Hours "Galaxy Crafts" activity, and 6 patrons attended author book signings by Samantha Hastings, Crystal Smith, Tiana Smith, and Ruth Anne Snow. In August, 11 teens participated at the After Hours "Blast Bash" water games, and 58 children searched for Pokémons hidden around the library. In September, 21 children attended the "Books and Breakfast" activity, 21 teens attended the After Hours "Library Con", 61 children participated in a treasure hunt, 19 individuals attended a workshop with JR Simmons and a second writing workshop the following week. In October, 17 adults participated in a painting class.

b. Business Items for the Next Board Meeting

Vote on Virtual Reality Policy

State Library Annual Board Training at 6 p.m. in Tremonton City Courtroom

8. Calendar Items

- a. Next Library Board Meeting will be held on January 15, 2020
- b. Beginning 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. Advanced Computer Class on Thursdays from 9-11 a.m. (*Senior Center*)
- e. Children's Story Hour on Fridays at 10 a.m. (*Tremonton Library*)
- f. Teens After-Hours Masquerade Party on October 25 from 6:30-8 p.m. (*Library*)
- g. Children's Christmas Party on December 16 from 6-8 p.m. (*Senior Center*)

Adjournment

Motion by Board Member Ashby to adjourn meeting. Board Secretary Unsworth seconded the motion. Vote: Chairperson Jones – aye, Vice Chairperson Burningham – aye, Board Secretary Unsworth - aye, Board Member Aguilar - aye, Board Member Ashby – aye, Board Member Wood – aye, Board Member Wheatley – aye. The motion carried.

The meeting adjourned at 7:28 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