



WASATCH COUNTY LIBRARY
465 E 1200 S
HEBER CITY, UTAH 84032
435-654-1511
WWW.WASATCH.LIB.UT.US

**Wasatch County Library
Library Board Meeting Minutes
Thursday, February 13, 2020**

In attendance: Heather Epperson, Board Chair; Nancy Coleman, Board Member; Danny Goode, County Council Chair; Juan Lee, Library Director; Andy Herron, Library Staff Member.

Excused: Cristina Spicer, Board Member; Mitzi Nelson, Board Member.

1. Call to Order & Welcome: 9:11 AM Heather Epperson, Board Chair.

2. Approval of Minutes: Library Board Meeting Date – January 16, 2020.

Motion to accept January 16th Board Meeting Minutes made by Danny Goode. Seconded by Heather Epperson. Motion passed unanimously.

3. Consent Agenda Items

A. Library Director's Report

The migration to the new library system is taking a lot of meetings, including many with ByWater Solutions on the phone. Andy, Juan, Diane, and Stephanie are highly involved in the implementation of the new system. ByWater Solutions is taking all of the data from the old system and mapping where to data should go in the new system. Usually this process takes 4-6 months; we are compressing that into less than 3 months. The contract was signed in January, and the plan is to go live on March 23rd. Fingers are crossed. Juan will be requesting approval to close the library for the training sessions.

Two items not included in the Director's Report: (1) Fees for Damaged and Lost Materials, and (2) East Parking Lot.

Late fees, damaged materials fee, and items lost fee. In October, the Library Board approved not charging late fees. Heather remembers the discussion about damaged and lost items. But we did not change the policy. It is not policy, but in practice: when the library reaches \$25 or more the account is referred to collections. Currently there are 300 active accounts in collections. The library started referring patrons to a collections agency in 2008, and have referred over 500 accounts since then. The agency has cleared about 200 of those. There are about 300 left unresolved. Last year the library referred 21 accounts to the collections agency. It will be hard to recover money from before 2019. Once the library refers someone to a collections agency it will be very hard to bring that customer back. The library doesn't want to penalize people harshly. There are cases where patrons are charged for an item, but the library won't actually be replacing exactly the same item. In some cases, the library also charges full price for the item replacement, even if the item is old and in not in great shape. Juan believes that is harsh and turns people away from the library. We talked in October about waiving damaged and lost materials when we migrate to the new system. It would be much cleaner to not migrate the fines, they tend to get messy and lots of errors. But what happens once we go live – do we start charging for lost and damaged? Some people who had cards as kids still have lost items: what do we do with them now that they are adults?

Everyone in Wasatch County continues to contribute to the tax base for the library, even if they are barred from the library. It is time intensive to keep track of fees, fines, and accounts referred to the collection agency. It is not the role of the library to teach people responsibility. But we do believe in holding people accountable. Need to have a conversation about this. Not feeling great about the collection agency. What will it take to cease using the collections agency? Library is still on track to do the food bank bin, just waiting on the bin. Could there be language in the policy that is vague enough for staff to decide case by case basis? Midway Elementary School does Amazon wish list, could the library have one? Refer there for lost or damaged or late fees. Will have further conversations in March. Will be on agenda.

High school students parking in the library and senior center parking lot. Typically not a problem, but there was an issue recently with HS students and foul language around a mom with young kids. Juan talked to the High School Resource Officer Mike Guymon. His role is safety, not parking enforcement. There are some parking enforcement people who Juan will be talking to. One of the issues with enforcement is that we don't have signage that clarifies that there is no student and no public parking allowed in the lot. A few years ago there were students cutting through parking lots, and Chief Booth sent someone to watch. Also, the HS Principal periodically reminded students not to drive through the parking lot, and that resolved the issue. Signs are on order and being waited for. Since this is a county facility, Juan will let Mike know.

B. Report of Year-to-date Revenues & Expenditures

Some of the revenue side does not include all the January tax revenues.

C. Upcoming library activities & events

Included the library event calendar, if you have questions, let Juan know.

How is attendance at events? 70 showed up last week, were expecting 20, so that's fantastic.

How is the new room? Great. Juan has a draft of meeting room policy: follows meeting room policy from senior center. It will be hard for third parties to use, because of insurance. If the library or the county sponsors an event, then it falls under the county insurance. For example, a local non-profit group holding a class to teach residents a new skill or enhance an ability, falls in line with the mission of the library to make the library resources available for learning, so the library can be a sponsor the program and Juan takes care of that. Another recent example was the Sheriff's Office asking for a room to hold classes for families of officers so they can understand what work life is for a sheriff's deputy. So we support that type of learning and activities.

4. Business

A. MOTION: Close the library on dates noted below in preparation to migration to new Koha ILS:

- Monday, March 9, 2020, All day (9:30 AM to 8:00 PM)
- Saturday, March 21, 2020, All day (9:30 AM to 1:30 PM)

Library staff need to be trained on using the new library system. A three-day training is will be scheduled. The first day is for the whole staff to learn how to use the system. That will be on March 9th, all day long, here in the computer lab for everybody. The trainer is coming from Orlando, FL. Juan met her at the Grantsville training. The second day of training is for a handful of staff who need to know how to use the catalog. The final day, is for a handful of

staff members needing to know the administrative side. Juan would like to close Monday, March 9th for the all-staff training. The library will announce and let people know. Juan requests permission from the board to close all day Monday March 9th. Training will end at 5pm, but the library will remain closed. There were limited dates to make this work, which is why staff picked that day.

In addition, Juan requests permission from the board to close all day Saturday, March 21st to allow for the final extraction and uploading of data from the old system to the new system. We expect to go live

Motion made by Danny Goode for the library to be closed on Monday, March 9th, and Saturday, March 21st, 2020. Seconded by Nancy Coleman. All in favor. Motion passed unanimously.

B. MOTION: Adopt updated Borrower Policy

Minor update to library card names. Change the name from *Basic* to *Standard*. Motion made by Danny Goode to update the borrower policy and change the name of the cards from *Basic* to *Standard* and to increase the limit of items from 10 to 12. See packet for information. Seconded by Heather Epperson. Motion passed unanimously.

5. Adjourn

Motion to adjourn Danny Goode. Seconded by Nancy Coleman. Motion passed unanimously. Meeting adjourned at 10:02 am.

Next meeting: TBD

Juan will send Doodle Poll to decide between:

- March 13, 2020
- March 27, 2020