



WASATCH COUNTY LIBRARY

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WASATCHLIBRARY.ORG

Wasatch County Library Board Minutes

August 14, 2020

Called to order 12:05 pm

Via Zoom

Anchor Location: Wasatch County Library, Computer Lab

Attendees:

- Mitzi Nelson, President
- Cristina Spicer, President Elect
- Nancy Coleman, Secretary
- Juan Lee, Library Director

Excused:

- Danny Goode, County Council Chair

1. Call to Order & Welcome: Mitzi Nelson, Library Board Chair

2. Call for Agenda Items for Next Meeting

None at this time.

3. Approval of Minutes: July 10, 2020

Motion to accept the July minutes made by Cristina. Motion is seconded by Mitzi. Passed unanimously electronically.

4. Consent Agenda Items

A. Library Director's Report

Juan thanks the staff for their work this summer. The phones have been very busy, and they had to add an extra extension at the front to handle the calls.

Outreach is going well. Regular patrons are coming to the events in Wallsburg and Daniels. The library is discussing whether to continue those programs once school starts, perhaps as an after school program. The cost is staff time and mileage for company vehicles.

The end of the summer parade was well attended. It took about an hour to set up and lasted about an hour. Mitzi suggested contacting the Wave so they can do a piece on it.

The sad news is that Sally Baird has accepted a new job in the Valley and has resigned her position at the library. The library will replace the position. Juan will work with the County's Personnel Office to update the job description, set salary and post the position. Question regarding board performing exit interviews with staff, Juan suggested it would be beneficial to do one without him present. Juan will consult with the County HR department.

UPDATE 08/14/2020: Juan contacted Dave Rowley, Director of the County Personnel Office to talk about exit interviews. The County Personnel Office conducts exit interviews through a questionnaire, and these are considered confidential documents. If there are “red flags,” the Personnel Office takes immediate steps to address those issues. Otherwise, the information is used to make sure the next job description and recruitment is as accurate and strong as it can be. So, Dave advises the Board not to conduct its own exit interview with staff.

Discussion on annual evaluations

The county leaves performance reviews up to individual departments. Juan would like to begin a structured performance evaluation plan, and also finish the restructuring and job description that has been on the back burner. Board will look at meeting with staff and beginning an annual evaluation for Juan.

On Reopening the library building

The library floor plan is an open plan that encourages wandering. Juan has been keeping up with county meetings, the state epidemiologist information, what schools are doing, and what other libraries are doing. Some library buildings in the state are fully open, not keeping tabs on people, and doing spot cleaning. Those tend to be the smaller libraries, with 70 visitors per day vs 300 we see in Wasatch daily. Juan would like to be in a position that when we open we can sustain it for a period of time. One of the real tests is schools, which begin in Wasatch County on August 17th. Juan would like to keep an eye out for two-three weeks after schools start and see what happens. The board concurs.

This morning Juan met with the Director of the Senior Center. They are looking at waiting until the green stage because the seniors tend to be one “color” behind. The library will not necessarily have a great impact on their operations. The library staff have a variety of wishes and desires in terms of reopening. The Park City library and Summit County libraries are also still closed. We do not yet have a good solution to provide computer access.

Most county offices are open with signs to keep distance and wear a face mask. There are a variety of requirements among the different offices. To enter the county health office, there is a table with a questionnaire before entering, and asking where you are going in the building. We are a destination for people to come up on any given day. Mitzi suggests waiting until after Labor Day due to the crowds. We all agree to keep the library building closed through August and the library will continue to provide the services they are currently doing.

Discussion on the models for reopening. Would the library choose to be open only certain days, or only part of a day? Would we reopen smaller spaces incrementally? Saturdays are important days to be open, even for a short window. The library has also discussed having senior friendly hours.

Suggestion to have something in the Wave about the library’s current services, or interview on the radio.

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

Budget: Pretty much on target. There is still a question on the Building and Improvement line. Juan spoke with the County Manager and Deputy Auditor, and hasn’t heard back yet. They are trying to get to the bottom of it.

5. Business

A. DISCUSSION: Friends of the Library

Tabled until next meeting.

B. DISCUSSION: Meeting Room Policy

Tabled until next meeting. One quick suggestion on section 5.8.6: Change to “One adult per # of kids under 18” or a certain number of adults per certain number of xyz age kids.

C. ACTION: Complete Appointment to Fill Board Vacancy

6. Closed Meeting

Mitzi made a motion to go into closed session to discuss the application received to fill the Board vacancy. The motion was seconded by Cristina. The motion passed unanimously electronically. Juan placed the open meeting room into the Zoom waiting room. 1:09pm

Nancy makes a motion to leave executive session, Mitzi seconded the motion, passed unanimously electronically.

1:25pm

Cristina makes a motion to recommend Heather Epperson for the open position on the Wasatch County Library Board of Trustees. Nancy seconds motion. Passed unanimously electronically. Juan will forward the recommendation to the County Manager and request that it be presented to the County Council at the next available meeting.

The Senior Center has offered to host our Library Board meeting in person in their auditorium. We can also meet in the library’s computer lab. We will check-in in two weeks to see where schools and the county are with COVID-19 cases. Discussion on whether we need to do anything for the staff and how they are doing.

Mitzi makes a motion to end the meeting. Motion is seconded by Cristina. Motion passes electronically and unanimously.

Meeting adjourns at 1:36 pm.

Next Meeting is September 11, 2020