



**WASATCH COUNTY LIBRARY**

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WASATCHLIBRARY.ORG

**Wasatch County Library  
Library Board Meeting Minutes  
Friday, September 11, 2020**

Electronic meeting held via Zoom. Anchor location was the Computer Lab, Wasatch County Library.

**In attendance electronically:**

Mitzi Nelson—President  
Cristina Spicer—President Elect  
Nancy Coleman—Secretary  
Heather Epperson—Member  
Juan Lee—Library Director

**Excused:** Danny Goode—County Council

- 1. Call to Order & Welcome:** Mitzi calls to order at 12:03pm. Roll Call.
- 2. Call for Agenda Items for Next Meeting:** None suggested. Perhaps follow up after discussions.
- 3. Approval of Minutes:** Library Board Meeting Date – August 14, 2020  
Motion to approve minutes from August 14, 2020 by Cristina, seconded by Nancy. Motion passed electronically.

Think about whether we need to keep the board meetings at an hour in limit.

Heather Epperson welcomed back to the board. Might need to adjust Friday noon meeting.

**4. Consent Agenda Items**

**A. Library Director’s Report**

Highlight: Curbside service still going strong. Juan ordered more plastic bags to keep that going. They have between 40-50 deliveries every day. The library is also doing pre-filled bags with themes for kids, which adds about 10 more. On top of that is the senior center deliveries.

Yesterday a crew from the school district came to film on the second floor for 4-5 hours. Park City Library open we believe, Summit County still closed. Summit County will restart Bookmobile Services to Hideout after school, every other week. Juan and Dan Compton, director of Summit County Library, discussed renewing the agreement between the two counties. Juan has also looked into ways to transfer materials between Heber City and Duchesne, to fully join the Uintah Basin Libraries Consortium. Using a county vehicle would be very expensive. Another option would be mailing items.

A library locker (similar to the one used in Henefer, Summit County) could be a possibility, but there is concern about whether patrons would use that effectively. Juan has not yet explored whether the bookmobile could be utilized to deliver services to other more rural areas. The library will also need to consider the growth in the Mayflower area and development around the Jordanelle Reservoir.

Wallsburg response and attendance were high enough that obviously there is a desire for that to continue. They have discussed using a space inside for the fall and winter.

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

Sixty percent of the year has passed, so we can see clearly where we are. Note that there were some concerns about costs associated with the Bowcutt Room (about \$8,700). The County has taken care of that so the library is not responsible for that any longer. Thanks to Danny Goode for working with the County to address that concern.

Because the library participates in the Beehive Library Consortium (for accessing digital materials through OverDrive) we are committed to buying about \$7,000 worth of electronic resources, and we have budgeted about \$10,000. Our Wasatch County patrons receive priority to the electronic items we purchase. Juan will be making those expenditures soon. We used to have two services: OverDrive and RBdigital. Recently, OverDrive purchased RBdigital. The titles the state subscribed to from RBdigital will mostly go away. October 12th will be when the items we have purchased will move to OverDrive. Our patron accounts with RBdigital will also disappear. The library will be communicating this to patrons soon. Digital materials are a very successful program. Wasatch Library digital materials are now available to students in our school district through the public schools' app SORA, even without having a public library card. This was rolled out recently after Juan worked with the school district and the State Library to get it going.

Is there any room in the budget to reallocate monies for the salary ranges for the new staff that will need to be hired? A lot of the library costs are fixed, and don't change even with the library closed to the public. There is also a need to look at current staff salaries. Our IT support is a high expense, and is set by the county. Over 20% of the budget is for that and this is high in the library world. Juan has had conversations with the director of the ITS Department and County Manager. The county bases our IT costs on a formula per number of computers and we have a high number of computers. The budget process is starting now. Last year when Juan presented the staff realignment plan to us, that included a realignment of the pay schedule.

## **5. Business**

### **A. DISCUSSION: Update on re-opening plans**

Juan has met with maintenance staff, and the Senior Center staff regarding reopening. We decided against having dedicated hours for seniors. The building will be open 4 hours a day to the public: Monday, Wednesday, Friday, and Saturday from 11am-3pm, and on Tuesday and Thursday from 4pm-8pm. Computers and self-checkout stations will be limited. The library will continue quarantining items, although that is a big debate among libraries as to the necessity and length of time. The meeting rooms will remain closed except for library-sponsored. Example was a blood drive recently held in the Bowcutt Room. The book club has been meeting in the atrium and may move to the Bowcutt Room as the weather changes. Restrooms inside the library will be closed, with restrooms available in the foyer. County cleaning crew will only be

available twice a week. Staff at the front desk will be behind a plexiglass shield. They will wear a face covering when not behind the plexiglass. The library will ask patrons to clean computer surfaces to their satisfaction (cleaning wipes provided). The library will be announcing the re-opening via social media and signage. Regarding capacity: libraries are included in the governor's plan similar to stores. It is being interpreted many different ways. Juan wants to make it as easy as possible to get into the library. The library will not begin with limiting the number of patrons able to come inside. If this plan is acceptable, Juan will share with the county manager and health officer. Juan has already shared with the Senior Center. The sofas will be spaced apart, but some extra seating will be removed.

Heather left the meeting at 1:12pm.

Question from Mitzi: Will the library restrooms be available to the staff? They will have the staff restroom available and discourage the use of the public restrooms in the foyer.

The Board will not vote on the reopening plan as it will need to be a moving and flexible plan.

**B. DISCUSSION: Strategic Planning Process**

The library does not have a current strategic plan, and has had a basic and unchanging one for many years. We need to come up with a new one. Since Cristina will be the Board President next year, she could coordinate with Juan to get it started. Then present to staff and get input, and then the board will give input. We will need short-term and long-term plans, and how to measure the success. Cristina and Juan will meet and determine how to proceed.

**C. DISCUSSION: Evaluation of Director**

The Board didn't do an evaluation of Juan's performance at the completion of one year. We will need to do a formal evaluation. Mitzi and Nancy will be on the committee. We can also assist Juan with job descriptions and salaries. We have been tabling our discussion of Friends groups for a while now. Mitzi will ask Heather to look at other Friends groups and start thinking about how we can get one going.

**6. Closed Meeting**

Motion to go into a closed meeting by Mitzi at 1:32pm, seconded by Cristina.

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Went out of the closed meeting at 1:51pm

Meeting ended at 1:51pm.

Next meeting October 9, 2020 at 12:00 PM.