



**Wasatch County Library  
Library Board Meeting Minutes  
Friday, November 13, 2020**

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

**In attendance electronically:**

Mitzi Nelson - Chair  
Cristina Spicer - President Elect  
Nancy Coleman - Secretary  
Heather Epperson (Joined) - Member  
Danny Goode - County Council  
Juan Lee - Library Director

**1. Call to Order & Welcome:** Mitzi called the meeting to order at 12:02 PM. Introductions.

**2. Call for Agenda Items for Next Meeting:**

We will hold a regular December meeting, since we will be looking for a new board member. Also will have an update on the strategic plan process.

**3. Approval of Minutes:**

Approval of minutes from September 11, 2020 and October 9, 2020. Nancy made a motion to accept the minutes. Cristina seconded. Passed unanimously electronically.

**4. Consent Agenda Items**

**A. Library Director's Report**

Juan shared some photos of patrons enjoying the library this morning.

Juan has called around to some restaurants to inquire about the traditional December Board dinner. Due to COVID precautions, we will revisit the dinner in the Spring.

There have been interviews for two library aides. These are new positions that are responsible for maintaining the collection. Two have accepted and will be starting orientation next week. Shauna Spencer and Dave Rowley (County Personnel Office) assisted with interviews. Staff have also done interviews for the Children's Librarian position. Stefene Cook, Alice DeFriez, and Dave Rowley helped with interviews. The library received eight applications; six candidates were invited for interviews. Four applicants withdrew of their own accord. The library interviewed two people. They were ranked high in the initial screening. The library decided to offer the position to one of the applicants. Interviews and references occurred yesterday. These positions were already budgeted and so can begin right away.

The Library has received the internet hotspots through the CARES grant. This project is moving forward. Later in the agenda is a policy review on the hotspots.

Juan has submitted a grant application for federal funds to update the self-checkout RFID system. We will know on December 17th if the grant is funded.

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

Balance is low because tax revenues are just beginning to come in. Funding allocations will need to be readjusted before the end of December, but there is no concern. For 2021, Juan has adjusted the building and grounds maintenance costs down. Budget is looking fine.

## **5. Business**

### **A. UPDATE: Performance Evaluation of Library Director (Mitzi & Nancy)**

Mitzi Nelson gave a brief overview of how we set up the performance evaluation process and the outcome, and outlined the process going forward. Regular yearly evaluations will be June of the year going forward. Cristina and Mitzi will complete the next evaluation. Juan has also set his yearly goals.

### **B. UPDATE: Strategic Planning Process (Cristina)**

Cristina and Juan have started the process. They had a very productive meeting with staff. The library has an active role in our community. The focus in our library is on the people we serve. Not all the staff attended the initial meeting, but we will plan to have more activities with the entire staff. A good moment to pause and be critical and think about why we do the things we do, and a moment to dream of what we can do. The library as a group is very conscious of how things are going in society (fractured) and our community reflects that. There is a place for the library to help in reconciliation. A place for people to come together. Paving the path. Also looking to meet the growth that is coming in the next 5-10 years. Timeline for the strategic plan process is to finalize by April 1, 2021. We have a unique library and community and this is a great opportunity to really take our time and tailor this plan for our library and our people.

### **C. UPDATE: Friends of the Library Reorganization (Heather)**

Heather has reached out to some of the former Friends. Initial thoughts: We need a reason for people to join the Friends of the Library. Previous ways to get people to join included helping with a Harry Potter party for the 7th book. The Friends waived the membership fee for joining. Helped with a booth at Cowboy Poetry. Is there a way to get some sort of school credit to get younger people involved? Perhaps a kick off for summer reading? Or for school starting next fall? This is all more difficult during Covid of course.

### **D. ACTION: Approve Schedule of Regular Library Board Meetings**

The Second Friday of the month at 12:30. Mitzi made a motion to change the regular time to 12:30 PM on the second Friday of each month. Heather seconded. Motion passed unanimously electronically. Juan will post the announcements.

### **E. ACTION: Approve Borrower Policy Update**

One of the changes is the institutional card--where the card is assigned to an institution rather than an individual person. For example, a school, where the teacher is checking out items for a class. Juan is proposing raising the limit in the maximum number of items from 30 to 60 items. Another change is for a minor to be able to take a registration form home for a guardian to sign to apply for a library card. In English and Spanish on the same page. Motion to approve the updated borrower policy made by Nancy. Seconded by Cristina. Motion passes unanimously and electronically.

**F. ACTION:** Approve Internet Hotspot Borrowing Policy

This is a new policy. Our policy is very close to what Summit County has been using. The policy is here to guide the library and staff with this new resource. Since it is an internet resource, there are federal and state statues regarding filtering we must comply with. The library only has 10 of these devices, so in order to spread the resource, the library will start the lending period at 7 days. These can be renewed if no one is waiting for them. There is a user agreement form in English and Spanish. The User Agreement only needs to be signed once, and will remain effective in the patron's account. Because these came from a Federal Grant, there were some specific tagging requirements above the typical library barcode. Cristina suggests tagging the cord also, so that the cords also return to the library. Board recommends to change the automatic renewal to once. Juan will also look at adding a section about sending a reminder when the hotspot is due.

Motion to approve the internet hotspot borrowing policy with one change in 5.3 for it to be automatically renewed once if no one has a hold on it. Motion made by Heather, seconded by Cristina. Passed unanimously electronically.

**G. ACTION:** Approve 2021 Budget Request

Revenue overview by Juan. The RFID project is currently at zero while the grant is reviewed. If that grant is funded, Juan will come back and ask for a budget adjustment to allow for that. We expect to have lower donations than previous years. The library is no longer selling discarded and donated books. Partly due to the library signing an agreement with Better World Books to clear out the storage of donated books. A staff member has an idea about doing the Christmas sale, with some of the nicer items. Expenditure overview by Juan: Two largest items are benefits and salaries. Juan can review the details about those in a closed session because they include a discussion about the character, professional competence or physical or mental health of an individual. Juan would like to reassign some of the funding for purchasing materials. Professional association memberships give the library resources that they could otherwise not have. For a while the library has been concerned about the IT costs from the county. Juan approached the county about this and the county has come up with a new formula. This has significantly decreased the library's IT costs. Bravo! (24%) The telephone system is old and has some challenges. Juan and the county and the senior center are looking at going to a system similar to what the rest of the county is using. Danny suggests looking at cell phones for each location. Another large change is in events and programs. There is a decrease signifying that we won't have very many in-person programs. The budget in 2020 had been doubled from 2019 for events. The 2021 budget is balanced and the numbers were accepted by the County Manager's Office, the County Auditor's Office, and the Personnel Office.

Motion to accept draft budget as proposed: Mitzi Seconded by Danny. Motion passed unanimously and electronically.

## **6. Closed Meeting**

Danny makes a motion to go into closed meeting to discuss the character, professional competence or physical or mental health of employees. Nancy Seconded. Passes unanimously and electronically. Board goes into executive session at 2:10 PM.

Board came out of executive session at 2:46 PM.

Another executive session needed in December for an update.

Motion to adjourn by Mitzi. Seconded by Danny. Motion passed unanimously and electronically.

Next meeting: December 11, 2020 at 12:30 PM.

**DRAFT**