Present:
Jennifer Somers, Chair
Matt Brady, Vice Chair
Claudette Eastman
Lorene Kamalu, Commissioner
Connie May
Mary Lynne Morgan
Josh Johnson, Director
Jenny Tankersley

Guests:
Ellen Peterson, Deputy Director
Kim Valeika, Outreach Manager

The meeting of the Davis County Library Board was held Wednesday, December 14th, 2021 at the Davis County Library Headquarters Branch, Staff Conference Room, 133 S Main Street, Farmington Utah. The meeting was called to order at 3:32 p.m. by Jennifer Somers.

Welcome
Board Chair, Jennifer Somers conducted the meeting and welcomed the Board.

Minutes (Action)
The minutes of October 20, 2021 were presented.
Matt Brady made a motion to approve the minutes of the Library Board meeting held October 20,2021. Connie May seconded. The motion was unanimously carried.

Formal Acknowledgement of Change in Administrative Assistant (Information)
Josh Johnson acknowledged the retirement of Janet Rigby and introduced Jenny Tankersley as the new Administrative Assistant for the Library. The Board welcomed her.

2022 Board Calendar (Action)
The Board discussed meeting times and places for the 2022 calendar year. The remodel of the Library Administration Offices will impact the meeting room for the first quarter of 2022. Commissioner Kamalu and Josh Johnson proposed meeting at different branches around the county as a possibility. After discussion, the Board approved meetings on the second Thursdays of the month at 1:00 p.m.

Policy Changes (Action)
Policy #311 - Josh Johnson told the Board that the policy change for #311 was needed to clarify the approval process for commercial photography in the Library. This policy change makes the process less confusing for county and library staff and the public.

Policy #190 - Josh also explained how Interlibrary Loan Policies #190 and #200 were consolidated into one simplified policy that ensures patrons are only charged if they don't pick up their materials.
Claudette Eastman made a motion to approve the policy changes. Connie May seconded the motion. The motion passed unanimously.

Contract Ratification (Action)
Josh Johnson presented the following items to be ratified:
-EBSCO Publishing Inc. - Digital Magazine Service - $1,6585.52
-Donation of Materials over $50.00 - $1,817.00
-Summary of Low Dollar Contracts - $12,250.86
Jill Crayythone made a motion to ratify the contracts. Mary Lynne Morgan seconded the motion. All present were in favor.

2022 Budget Update (Information)
Josh and Commissioner Kamalu told the Board about the payroll increase enacted by Davis County in October of 2021. The staggered increase includes a 12% increase for staff at grades 13 and below, an 8% increase for grades 14-19, and a 6% increase for grades higher than 19. Commissioner Kamalu told the Board that the Human Resources Department will be conducting a wage and benefit study for all county positions in 2022.

Ratification of Bills (Action)
Josh presented the Library expenditures for August, September, and October 2021. There was a question on a personal charge made on a credit card in September 2021. There were additional documents from the Clerk Auditor to show this was a charge made in error and had been corrected.
A motion to ratify the bills for August, September, and October 2021 was made by Mary Lynne Morgan. Connie May seconded the motion. The motion to ratify passed unanimously.

Time Capsule (Information)
Outreach Manager Kim Valeika presented the 75th Anniversary Time Capsule to the Board. The capsule will be opened in 2046 which will be the 100th Anniversary of the Davis County Library. There were many items added to the capsule including a mask, hand sanitizer, current Library cards, a listing of Board members and staff members, as well as a book donated by Commissioner Kamalu. Items may be added until the capsule is sealed at the end of the year.

Public Comments (Information)
There were no public comments.

Adjournment to Closed Session (Action)
A motion to move to closed session was made by Commissioner Kamalu for reasons permitted under Utah Code Annotated (UCA). §52-4-205(1)

d) for strategy sessions to discuss the purchase, exchange, or lease of real property…

The motion was seconded by Claudette Eastman. All were in favor. The board moved to closed session at 4:16 p.m.

Return from Closed Session
The board returned from closed session at 4:46 p.m. Commissioner Kamalu noted that no action was taken during the closed session.

Adjournment
The motion to adjourn was made by Claudette Eastman and seconded by Mary Lynne Morgan. The motion was unanimous. The Board adjourned at 4:48 p.m.

Next Meeting: January 13th, 2022 - 1:00 p.m

Minutes Prepared by: Jenny Tankersley Date Approved: