

**TREMONTON CITY LIBRARY
BOARD MEETING
October 27, 2021**

Tremonton Library Board Members Present:

Kim Griffiths, Library Director
Moroni Aguilar, Vice Chairperson
Alysia Chapman, Secretary
Becca Ashby, Board Member
Carol Jones, Board Member
Annette Macfarlane, Board Member
Lisa Unsworth, Board Member
Rebecca Jeppesen, Librarian-Secretary

Members Excused:

Oria Burningham, Chairperson
Rick Jeppesen, Board Member

Members Absent

Connie Archibald, City Council Representative

**OPENING MEETING TRAINING
6:30 p.m.**

Dustin Ericson, Tremonton City Attorney, failed to show up, so the library board listened to an Open Meeting Training posted by the Utah Association of Public Charter Schools. The presentation emphasized that board members must always “Do the Public’s Business in Public.” While chance meetings are technically legal, board members should avoid the appearance of inappropriate meetings. Small board committees may meet to discuss items to report back to the entire board. All board actions must be discussed in meetings that are open to the public. However, character discussions about an employee or applicant may be discussed during a closed portion of the meeting.

**LIBRARY BOARD MEETING
7:00 p.m.**

The Tremonton Library Board Meeting was called to order by Vice Chairperson Moroni Aguilar at 7:04 p.m. The meeting was held at the Tremonton City Offices at 102 S. Tremont Street, Tremonton, Utah. Those in attendance were Tremonton Library Director Kim Griffiths, Vice Chairperson Moroni Aguilar, Secretary Alysia Chapman, Board Member Becca Ashby, Board Member Carol Jones, Board Member Annette Macfarlane, Board Member Lisa Unsworth, and Librarian-Secretary Rebecca Jeppesen.

1. Welcome

Chairperson Aguilar opened the meeting.

2. Approval of Agenda

Motion by Board Member Macfarlane to approve the Agenda. Secretary Chapman seconded the motion. Vote: Vice Chairperson Aguilar – aye, Secretary Chapman - aye, Board Member Ashby - aye, Board Member Jones - aye, Board Member Macfarlane - aye, Board Member Unsworth – aye. The motion carried.

3. Approval of Minutes from January 20, 2021.

Motion by Board Member Jones to approve the Minutes from January 20, 2021. Board Member Unsworth seconded the motion. Vote: Vice Chairperson Aguilar – aye, Secretary Chapman - aye, Board Member Jones - aye, Board Member Macfarlane - aye, Board Member Unsworth – aye. Board Member Ashby abstained. The motion carried.

4. Public comments: This is an opportunity to address the Library Board regarding your concerns or ideas. Please limit your comments to three minutes.

There were no public comments.

5. New Business

a. Discuss and Vote on Internet Usage Policy

The library has received funding from the Federal Emergency Connectivity Fund (ECF) to purchase 12 chrome books, six with built-in hotspots. Patrons will need to sign a paper declaring that they do not have access to equipment or services sufficient to access the internet.

Motion by Board Member Ashby to approve the Internet Usage Policy. Board Member Macfarlane seconded the motion. Vote: Vice Chairperson Aguilar – aye, Secretary Chapman - aye, Board Member Ashby - aye, Board Member Jones - aye, Board Member Macfarlane - aye, Board Member Unsworth – aye. The motion carried.

6. Unfinished Business

a. Vote on Library Board Positions

Motion by Board Member Unsworth to approve Oria Burningham as the Library Board Chairperson. Board Member Jones seconded the motion. Vote: Vice Chairperson Aguilar – aye, Secretary Chapman - aye, Board Member Ashby - aye, Board Member Jones - aye, Board Member Macfarlane - aye, Board Member Unsworth – aye. The motion carried.

Motion by Board Member Jones to approve Moroni Aguilar as the Library Board Vice Chairperson. Board Member Unsworth seconded the motion. Vote: Vice Chairperson Aguilar – aye, Secretary Chapman - aye, Board Member Ashby - aye, Board Member Jones - aye, Board Member Macfarlane - aye, Board Member Unsworth – aye. The motion carried.

Motion by Board Member Macfarlane to approve Alysia Chapman as the Library Board Secretary. Board Member Unsworth seconded the motion. Vote: Vice Chairperson Aguilar – aye, Secretary Chapman - aye, Board Member Ashby - aye, Board Member Jones - aye, Board Member Macfarlane - aye, Board Member Unsworth – aye. The motion carried.

b. Discuss and Vote on 2022 Meeting Schedule

For the last two years, the library board was unable to conduct business at the July meeting, because they did not have a quorum. So the annual July board meeting has been moved to August.

Motion by Secretary Chapman to approve January 19, 2022, April 20, 2022, August 17, 2022, and October 19, 2022 as next year's scheduled library board meeting dates. Board Member Macfarlane seconded the motion. Vote: Vice Chairperson Aguilar – aye, Secretary Chapman - aye, Board Member Ashby - aye, Board Member Jones - aye, Board Member Macfarlane - aye, Board Member Unsworth – aye. The motion carried.

c. Review Tremonton Library Board Bylaws

The library board will vote on the Tremonton Library Board Bylaws in January.

d. Ratify New Staff Members

Motion by Board Secretary Chapman to approve Kylee Stevens, Emmaline Rees, Jill Bywater, Linda Sue Hays, and Stephanie Parker-Mcintosh as new Tremonton Library staff members. Board Member Unsworth seconded the motion. Vote: Vice Chairperson Aguilar – aye, Secretary Chapman - aye, Board Member Ashby - aye, Board Member Jones - aye, Board Member Macfarlane - aye, Board Member Unsworth – aye. The motion carried.

7. Board Reports

a. Library Director's Report

The Tremonton City Library reached recertification standards and is eligible for more grants. The Tremonton Library also received an "Exemplary Service during COVID 19 Pandemic Award" for extra programming services provided during the pandemic.

In August, 106 individuals participated in the online Page Turners activity, 22 preschoolers and 43 children and 14 teens completed the summer reading program, 7 adults participated in the adult book club, and 13 teens attended a water party.

In September, 31 children did the Pirate Challenge, 27 individuals participated in a Mindfulness Challenge, 6 adults joined the adult book club, and 25 adults attended the Adult Murder High Reunion Mystery Dinner.

In October, 50 people did Observe the Moon Night indoor activities, 7 adults participated in the adult book club, and 19 teens attended a Halloween Party.

The library has started a monthly adult-only game night, which will take place on the last Thursday of each month from 7-8:30 p.m. Each game night will have a theme and treats will be served. The Christmas Party will take place in conjunction with Tremonton City's Christmas activities on December 4th. Crafts will be completed outside after dark and hot chocolate will be served. The library is wanting to raise money for outdoor Christmas lights.

b. Business Items for the Next Board Meeting

Vote on the Tremonton City Library Bylaws

Annual Board Training

Collection Development Policy

8. Calendar Items

- a. Next Library Board Meeting will be held on January 19, 2022
- b. Beginning Computer Class on Tuesdays @ 9-11 a.m. (*Senior Center*)
- c. Computer Help Class on Wednesdays @ 9-11 a.m. (*Senior Center*)
- d. Advanced Computer Class on Thursdays @ 9-11 a.m. (*Senior Center*)
- e. Library Storytime on Fridays @ 10 a.m.
- f. Adult Book Club with monthly book provided by library (*Facebook*)
- g. Adult Book Club Discussion on first Thursday of month @ 7:30 p.m. (*ZOOM*)
- h. Teen Murder Mystery Party in December - TBA
- i. Children's Christmas Activity on December 4th, in the evening

j. 1000 Books Before Kindergarten Challenge (*Beanstack*)

9. Adjournment

Motion by Board Member Unsworth to adjourn meeting. Board Member Macfarlane seconded the motion. Vote: Vice Chairperson Aguilar – aye, Secretary Chapman - aye, Board Member Ashby - aye, Board Member Jones - aye, Board Member Macfarlane - aye, Board Member Unsworth – aye. The motion carried.

The meeting adjourned at 7:36 p.m.

The undersigned duly acting and appointed Library director and Library Board Chairperson for the Tremonton Library Board hereby certifies that the foregoing is a true and correct copy of the minutes for the Library Board Meeting held on the above referenced date. Minutes were prepared by Rebecca Jeppesen.

Kim Griffiths
Library Director

Oria Burningham
Chairperson