

Grantsville City Library Board of Trustees
Meeting Minutes
Thursday, March 3, 2022, 4:00 p.m.
(Approved on April 7, 2022)

Trustees in Attendance:

Elisabeth Allen (Liz), Vice-Chair
Stacy Bleazard
Janet Craven, Chair (on Zoom)
Claudia Dutson
Sharon Kuttler, Secretary
Courtney Norman

Additional Attendees:

John Ingersoll, Director
Jolene Jenkins, City Council Liaison
Merrily Cannon, USL Library Development Program Manager
Karen Liu, USL Youth Services Coordinator
Alan Ly, USL Technology & Innovation Coordinator

Absent:

Barb Wittwer

1. Call to Order and Attendance:

The meeting was called to order by Liz Allen at 4:05 p.m. Attendance was noted. Liz Allen conducted the meeting because Janet Craven was out of town. Janet joined by Zoom.

2. Claudia Dutson made a motion to approve the minutes of the Feb 3, 2022 meeting as corrected.

The motion was seconded by Stacy Bleazard. The motion passed unanimously.

Corrections: change President to Chair next to Janet Craven's name under "Trustees in Attendance"; correct the spelling of Merrily Cannon's name.

3. Director's Report:

- a. Barb Wittwer is stepping down as trustee. She was called to serve a Spanish-speaking mission in Salt Lake City. She will participate in the Friends' group. Barb created a newsletter template, which we appreciate.
- b. On February 25, John presented his 49-page Library Report to the city Department heads, Mayor, Recorder, and new City Manager. The report included the Annual Statistical Report, Director's monthly reports for 2021, the Strategic Plan, and staffing change requests. John would like to restructure staff to add Library Technician 2 and Librarian positions.
- c. John distributed his March Director's Report which included the following topics: rotation of the Large Print collection; a new City Hall electronic sign; U.S. copyright training for all staff; the first Friends' meeting on February 23; Emergency Response Training; a \$750 Church community grant was received; the library was awarded a grant for \$3000 to purchase new award-winning children and teen books; the 2022 Summer Reading Program, "Oceans of Possibilities" is being planned, with many presentations already scheduled for June.

4. Trustee Training was presented by Merrily Cannon from the Utah State Library:

- a. The Utah Public Library Trustee Manual was discussed. Topics included Governance, Planning, Policy Making, Finances, Public Relations, and Continuing Education.

- b. Governance - Trustee and library legal responsibilities are in the Utah Code, which can be found online. It is best to take specific legal questions to the city attorney. Open and public meetings act training is required annually. Ethical values were reviewed. Trust your director and do not interfere with his management of the staff and library. Review bylaws annually. Hold meetings and take minutes. Recertification by the State Library is required for CLEF grant eligibility. The State Library can help with infographics.
 - c. Planning - Look at community needs when revising the Strategic Plan. Appendix D has ideas. Survey the physical condition of the library annually.
 - d. Personnel - some Library Boards are included in hiring a new director.
 - e. Policy Making - policies are one of the Board's main responsibilities. Director and staff write the policies, the Board offers suggestions and formally approves the policies. Review all policies every three years. An Internet and Online Access policy is important for recertification and must include a requirement for internet content filters. Intellectual Freedom is usually addressed in the Collection Policy. Patron privacy should be addressed in a policy.
 - f. Finances - the Board plays a crucial role in securing adequate funding for the library. The Library must keep a maintenance of effort of 90%. Director and staff draft the budget and usually the board approves it.
 - g. Public Relations - Trustees advocate for the library in their community. Foster a positive public image; be informed; communicate library services and plans; ensure the library has an effective marketing and PR program. Be visible and known. Share library stories. An overview of Friends groups and Foundations was given.
 - h. Continuing Education - regularly review Appendix K. Appendices I and J are self-evaluations we should look at annually.
 - i. In answers to questions, Merrily said we could write letters to the mayor to support John's plans and Grantsville's Internet Policy must be re-adopted this year by the board.
5. Unfinished Business:
- a. Approval of Library Board Bylaws policy: A motion to approve the updated Bylaws was made by Stacy Bleazard, and seconded by Claudia Dutson. It was approved unanimously.
 - b. Liz gave John contact information for Lily from the Utah Food Bank to set up a library food distribution program.
6. No Public Comments.
7. The meeting was adjourned at 5:10 p.m. on a motion by Courtney Norman, seconded by Claudia Dutson, and approved unanimously.
8. Our next meeting will be held at 4:00 pm on Thursday, April 7, 2022 at the Grantville City Library, 42 North Bowery Street, Grantsville, Utah. It will also be available through Zoom.

Documents Distributed:

- a. Draft of the February 2, 2022 Meeting Minutes
- b. Director's Library Report for 2021 (49 pages)
- c. Director's Report dated March 3, 2022
- d. Revised Board Bylaws - Final draft