

**TREMONTON CITY LIBRARY
BOARD MEETING
January 19, 2022**

Tremonton Library Board Members Present:

Kim Griffiths, Library Director

Oria Burningham, Chairperson

Moroni Aguilar, Vice Chairperson

Alysia Chapman, Secretary

Becca Ashby, Board Member

Rick Jeppesen, Board Member

Lisa Unsworth, Board Member

Rebecca Jeppesen, Librarian-Secretary

Member Excused:

Carol Jones, Board Member

Annette Macfarlane, Board Member

Members Absent:

Connie Archibald, City Council Representative

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

Heidi Fendrick, from the Utah State Library, woke up with a fever and was unable to present the training. The Opening Meeting Training has been postponed to April.

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

Vice Chairperson Moroni called the Tremonton Library Board Meeting to order at 7:06 p.m. The meeting was held at the Tremonton City Offices at 102 South Tremont Street, Tremonton, Utah. Those in attendance were Library Director Kim Griffiths, Chairperson Oria Burningham, Vice Chairperson Moroni Aguilar, Secretary Alysia Chapman, Board Member Becca Ashby, Board Member Lisa Unsworth, and Librarian-Secretary Rebecca Jeppesen. Board Member Rick Jeppesen participated via telephone.

1. Welcome

Vice Chairperson Aguilar opened the meeting.

2. Approval of Agenda

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

3. Approval of Minutes from October 27, 2021

Motion by Secretary Chapman to approve the Minutes from October 27, 2021. Board Member Ashby seconded the motion. Vote: Chairperson Burningham - aye, Vice Chairperson Aguilar - aye, Secretary Chapman - aye, Board Member Ashby - aye, Board Member Jeppesen - aye. 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. Review and Discuss Annual Strategic Plan

The Tremonton City Library successfully completed their 2021 Strategic Goals. In addition to the Story Bridge Oral History kiosks and recordings, Beanstack reading challenges, teen-led activities, Facebook contests, and Hotspot circulations, the Books on Wheels program has been replaced with Book Express. This grant-funded program enables home-bound patrons to have books mailed to their residences.

The Tremonton City Library has already begun implementing the 2022 Strategic Goals. As part of the Community Partnership/Outreach Goal, the library would like to partner with businesses, schools, and the public to start an annual tree lighting activity, with little Whoville house booths. The Children's Services is waiting for new Chrome Books to arrive, before continuing a Coding Club, which will meet together twice a week and participate once a week to show and tell projects completed at home. They will also be starting STEM (science, technology, engineering, and math) projects and art classes. The Teen Services wants to produce book videos, but teens are not participating. The

Adult/Senior Services are planning painting classes, cooking classes, game nights, and murder mystery dinners for couples. For The Public Relations and Marketing Goal, Director Griffiths has set up an electronic calendar that businesses can access to add information. For Technology, the library has already purchased video equipment and would like to sponsor YouTube videos with do-it-yourself instructions, storytimes, and exercise classes. Board Member Ashby suggested using YouTube to advertise library resources, such as Hot Spots and Alzheimer's Packets.

b. Review Bear River Valley Consortium Circulation Policy

Due to four Hot Spots that were never returned and had to be deactivated, we need to adjust the Bear River Valley Library Consortium Circulation Policy. New patrons may need to wait six months before checking out laptop computers and Hotspots. We may need to start pressing theft charges and restrict noncompliant individuals from checking Hotspots out for a specified length of time

c. Review Bear River Valley Consortium Overdue Policy

The Bear River Valley Consortium Policy needs to be updated for devices. Garland does things differently, so we may need to do a separate policy for our library. The Delinquency Actions section also needs to be updated.

6. Unfinished Business

a. Discuss Possible Changes to the Tremonton City Library Bylaws

Because Tremonton City funds the library budget, Director Griffiths is in charge of purchasing books, and Librarian Jeppesen is in charge of preparing Library Board Agendas and typing up the Board Meeting Minutes. The Tremonton Library Board is responsible for determining library policies. The Library Board is also in charge of appointing Friends of the Library volunteers, which the Tremonton City Council needs to approve. Pending approval by the Tremonton City Council, Board members may be dismissed after missing two or three consecutive meetings.

7. Board Reports

a. Library Director's Report

Ten adults are participating in the Monthly Book Club, and five home-bound individuals are receiving library books in the mail, through the Book Express Program. Nineteen teens attended the October Masquerade Party, and three

participated in the Stuffed Animal Sleepover Photo activity. In October, 125 children earned treats for finding Halloween characters, 50 patrons completed Make and Take Halloween crafts, and 60 individuals completed a moon craft. In November, 128 children participated in the Turkey Search and Find, and 100 children created Gratitude Turkey Feathers. In December, 120 children earned treats for finding snowflakes hidden around the library, 120 children completed a Santa Beard craft, 70 made wood ornaments, 90 created Christmas tree candy canes, 75 made Christmas wreaths, 100 children took home green slime, and 150 individuals attended the Christmas Party. In January, 50 children made Polar Bear and Build a Snowman Make and Take crafts, and 48 children signed up for the Royalty Party. The library will be hosting a Super Hero Party on the last Saturday in February.

b. Business Items for the Next Board Meeting

Discuss Bear River Valley Consortium Circulation Policy
Discuss Bear River Valley Consortium Overdue Policy
Discuss Summer Reading Kickoff Party
Nominate Board Positions

8. Calendar Items

- a. Next Library Board Meeting will be held on April 20, 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 Tuesday of month @ 7:30 p.m. (*ZOOM*)
- h. Children's Royalty Party on January 22 @ 1-3 pm & 3:30-5:30 pm (*Senior Center*)

9. Adjournment

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

The meeting adjourned at 8:22 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