Davis County Library Board Meeting
Headquarters, Auditorium
133 S Main St, Farmington, UT 84025
March 10th, 2022
Called to Order by Jennifer Somers at 1:04 p.m.
Adjourned 2:48 p.m.

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

Guests:
Neal Geddes, County Attorney
Matt Goff, Deputy Director
Lynnette Mills, Deputy Director
Ellen Peterson, Deputy Director
Kim Valeika, Outreach Manager

Welcome
Jennifer Somers welcomed those present and called the meeting to order at 1:04 p.m.

Public Comments
There were no public comments

Minutes (Action)
The minutes for February 10th, 2022 were presented for review.
Connie May made a motion to approve the minutes of the Library Board meeting held February 10th, 2022. Jil Craythorne seconded. The motion passed unanimously.

Contracts - Ratification (Action)
Data Axle -3-yr, $3,309.00 (payable)
Renewal of a contract. They were formally known as Reference USA. Ellen told the board about a few of the services that patrons can access with this resource including the white pages, business directories for the US and Canada, historical records of businesses, and ways to find target audience addresses for small businesses. Data Axle is one of the library's top used databases.

UNIQUE Patron Service Solutions - 1-yr, $9.85 per referral (payable)
Josh spoke to the Board about the UNIQUE Patron Service Solutions raising their rates. This is the first rate increase since 2005, going from $8.95 to $9.85 per patron. The Library has an average of 40 referrals a month. The new contract is for 1 year with the option to renew. Josh went over the policy and explained that once an item has been overdue for 45 days it gets sent to lost. When a patron account goes over $50.00 their account is sent to collections. The patron first receives a pre-collection letter from Josh with two weeks to return the materials before the account is turned over to UNIQUE. Patrons are charged a $10.00 referral fee once this happens. That cost will not change with this agreement.

Creative Empire, LLC - Mango Language Database - 3-yr, $44,578.80 (payable)
This is a contract renewal for three years. Ellen told the board that Mango Language Database is our most used database. In January and February of 2022 there have been more than 9,000 user sessions. Ellen informed the board that the top three used languages are Spanish, Chinese, and Italian.

Summary of Low Dollar Contracts - $1,575.00 (payable)
Josh went over the summary of Low Dollar contracts including *Waterwise Gardening, Growing Microgreens at Home*, and the *Spooky Symphony* at the Syracuse Branch.
Commissioner Kamalu mentioned a need to have programs to help families. Kim Valeika informed the board that the *Love and Logic* program recently began and the library will also be offering a *Great Steps for Stepfamilies* program.
Jil Crayhtorne made a motion to ratify the contracts presented. Connie May seconded the motion. The motion passed unanimously.

Proposed Service & Policy Changes (Action)
Increase patron options for magazine checkout
Josh mentioned our new Polaris system now allows us to better manage our magazines. The proposed changes would allow magazines to check out after the first month. The annual magazine giveaway would continue for issues that are two years old.

- Policy #120 Circulation of Patron Accounts - proposed a $0.00 fee for damage to magazines.
- Policy #123 Schedule of Loan Periods, Renewal Periods, and Fees - magazines would circulate and have the same number of renewals as books.
- Library Collection Development Policy - current issues do not circulate to ensure equity of access to current information. Back issues of magazines are circulated except those designated as non-circulating due to specialized need or demand.

Jil Craythorne asked if patrons would be charged if a magazine was lost as opposed to damaged. Josh clarified that they would be charged the cost of a single issue of the magazine.
Connie May made a motion to move forward with the policy changes. Jil Craythorne seconded the motion. The motion passed unanimously.

Add media streaming to online collections
Ellen informed the board that there has been an increase of patrons requesting video streaming service. After much research Hoopla is the service that most meets the current needs of Davis County Library. Hoopla offers video and music streaming, comics, ebooks, and eaudio books.

Hoopla is a cost per checkout model. The library can put caps on usage so that we don't go over budget. The library plans to start with $30,000. This will allow 5 checkouts per month per patron.. Hoopla also has a special collection each month that does not count against patron checkouts. Josh mentioned that one of the benefits of Hoopla is the ability to add their titles into our catalog.
Jil Craythorne made a motion to add media streaming into the library collection. Commissioner Kamalu seconded.The motion passed unanimously.

Rejoin Utah's Beehive Consortium
Josh explained the background of the Davis County Library pulling out of the Utah Beehive Consortium in 2016. The Consortium and our Library administrations have changed. How the Consortium asks for contributions has changed as well. Ellen presented the differences between the Davis County Library Overdrive account and the Consortium.

Davis County Library would be charged a percentage based on how much use our patrons contribute to checkouts. Half of our contribution to the Consortium would be given back to us for purchase selection. The other half would go to the state for purchase selection. Everything we currently own would go into the Consortium and our patrons would have priority access to items we purchase. Patrons would not have to wait longer than they currently do for checkouts and they would have a greater breadth of items to choose from. Matt told the board that if our digital collection was an 8th branch then it would have the most use.

Our current cost for Overdrive is $216,626, being a part of the Consortium would cost $210,040.
Jil Craythorne made a motion that the library move forward with joining the consortium. The motion was seconded by Connie May. The motion passed unanimously.

Open Meeting Law Training (Information)
Neal Geddes, County Attorney, conducted the required annual Open Meeting Law Training for the Library Board.As part of the training,Neal suggested that we simplify our communications between the Director and Library board and present information to the Board in the meeting to ensure we remain transparent and save staff time for the County and Library. Commissioner Kamalu asked about finance information being distributed. It will still be sent out ahead of time for the board to look over.

Library Programming & Outreach Update (Information)
Kim Valeika provided a programming update. She told the board about the recent Jason Wright author program at the Clearfield Branch. This was our first author program since the pandemic and it was popular. Over 60 people attended. The event allowed us to showcase the new Clearfield library.

Virtual storytimes have been well attended. Kim showed the Board a clip of Shauna's virtual storytime. There are about 45-60 people each that log in to watch each Wednesday. People are pleased with the service. Josh mentioned that the number of attendees at Virtual Storytime attendees is consistent with physical storytime numbers across the branches.

Each library location is doing 3-4 programs a month, not including Storytimes. These programs include a wide variety of activities from arts and crafts, to chess workshops, and book clubs.

Library Staff Development Update(Information)
Josh informed the board that so far this year the library has held 8 separate trainings for staff. Supervisors are reporting that employees are appreciative of the training.

The library has two groups presenting at the Utah Library Association. Matt Goff, Malayna Paskett, and Jon Sears on *How and How Not to Move a Library*, and *Passive Programming after a Pandemic* by Carolyn Myers and Kim Budd.

The library has also recently purchased access to Library Information Source, a Library Science database for professionals for the staff to use.

Library Technology Update
Josh played a clip of a training for patrons on how to use the new library app. The video was created by one of our very talented staff members, Taniya Mills. There are now informational videos available on our website, Facebook, and Youtube about the app, and how to navigate our new catalog.

Jennifer made a point of thanking the director and deputies for all of the work they've done.
Connie likes the Next Reads feature. Ellen stated that over 2,000 people have signed up for this service in the first month.

Adjournment
*The motion to adjourn was made by Connie May and seconded by Mary Lynne Morgan.*The Board adjourned at 2:48 p.m..

Next Meeting: April 14th, 2022 - 1:00 p.m

Minutes Prepared by: Jenny Tankersley Date Approved: