

Grantsville City Library Board of Trustees
Meeting Minutes
Thursday, May 5, 2022, 4:00 p.m.

Draft

Trustees in Attendance:

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

Additional Attendees:

John Ingersoll, Director
Jolene Jenkins, City Council Liaison

Trustees Absent:

Stacy Bleazard

1. Call to Order and Attendance:

The meeting was called to order by Janet Craven at **4:07** p.m. Claudia Dutson joined late because of technical issues with Zoom. Attendance was noted as above.

2. Courtney Norman made a motion to approve the minutes of the April 7, 2022 meeting. The motion was seconded by Liz Allen. The motion passed unanimously.

3. Director's Report:

- a. The third garden bed was just planted with vegetables. John is working with Public Works on landscaping around the library.
- b. Tomorrow is Teena Brown's last day. She will be working for the State of Utah to produce audiobooks for the blind and disabled using readers from the prison. Teena has worked at the library for four years and has contributed a great deal in terms of cataloging, leading the book club, getting grants, presenting STEAM and other programs, and much more. Janet will write a thank you card to Teena.
- c. John set up the telescopes with the help of the Salt Lake Astronomical Society. He took one to Barnyard Babies at the Clark Historic Farm to display at the library table.
- d. John presented the April Statistics. The gate count is down. There was a discussion about adding numbers to the gate count to include people who enter for programs without passing through the gates.
- e. The library hosted a successful gardening program, with 12 in attendance, presented by a local Master Gardener. The presenter is willing to do other gardening programs.

4. Unfinished Business
 - a. Policy Updates
 - **2.02.04 Hours of Operation** - Sharon moved to approve the changes to the policy, seconded by Liz and approved by all present.
 - **2.11 Computer Use Policy** - Courtney moved to approve the changes to Policy 2.11, seconded by Liz, and approved by all present.
 - Sharon distributed a Policy Review & Revision Plan which indicates the last time a review/revision was completed for each policy. We should be reviewing a minimum of 6 policies per year. **Policies 1.02 Role Statements** and **2.01 Collection Development Policy** were assigned to discuss at the next meeting. John will prepare the two policies, with suggested changes, for the board to discuss in June.
 - b. Friends Group - Two people signed up at Barnyard Babies to participate in Friends.
5. Closed Session (imminent litigation, staffing, collective bargaining) - Courtney made a motion to enter into a closed session, seconded by Liz, and unanimously approved. The closed session began at 4:34 pm. The closed session ended at 4:54 pm on a motion by Courtney, seconded by Liz. All present were in favor of ending the closed session.
6. New Business
 - a. Summer Reading Program - begins in June with weekly activities. The online reading program is through Beanstack. Prizes include an air fryer and a Kindle Fire.
 - b. Barnyard Babies at Clark Farm - we are welcome to continue participating.
7. Public Comments - Jolene Jenkins said her committee is planning many community activities and she would like the library to participate in some. She will get a calendar for us soon. Janet would like for us to include "community advocacy" on all future agendas.
8. The meeting was adjourned at 5:05 p.m. on a motion by Courtney, seconded by Liz, and approved by all present.
9. Our next meeting will be at 4:00 pm on Thursday, June 2, 2022 at the Grantville City Library, 42 North Bowery Street, Grantsville, Utah. It will also be available through Zoom.

Documents Distributed:

- a. Director's Report dated May 5, 2022
- b. Draft Minutes of the April 7, 2022 meeting
- c. Draft Policy 2.02.04, Hours of Operation
- d. Draft Policy 2.11, Computer Use Policy
- e. Policy Review & Revision Plan (Sharon)
- f. Summary of Annual Director's Evaluation