Davis County Library Board Meeting
Headquarters, Auditorium
133 S Main St, Farmington, UT 84025
May 12th, 2022
Called to Order by Matt Brady at 1:04 p.m.
Adjourned 1:42 p.m.

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

Guests:
Curtis Koch, Clerk Auditor
Lynnette Mills, Deputy Director
Ellen Peterson, Deputy Director
Brooke Freebairn, Bountiful City

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

Public Comments
There were no public comments.

Potential Land Swap involving Centerville Library (Information)
Davis County Clerk/Auditor Curtis Koch updated the Board on a potential land swap in Centerville. There is a city park in Centerville that is owned by Davis County and the land that the Centerville Branch Library is on is owned by the city of Centerville. Davis County and Centerville City are working on a land swap for these two pieces of land. If, at any time in the future, Davis County were to decide to sell the land that the library is located on, then Centerville City will have first right of refusal.

Design Award (Information)
Lynnette Mills shared with the Board that the new Clearfield Branch won an award for Best Intermountain West Interior Design in the Service category.

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

Contracts - Ratification (Action)
Josh presented the following contracts to the Board:
- Midwest Tape/Hoopla - $30,000.00
- Comprise Technologies/SAM and Smart Pay - $8,909.00
- Utah State Library (Beehive Consortium) - $35,329.00
- Low Dollar Contracts - Summary - Most of these contracts consisted of Summer Reading programs totalling- $4,335.00

Claudette Eastman made a motion to ratify the contracts. Mary Lynne Morgan seconded the motion. The motion passed unanimously.

Proposed Service & Policy Changes (Action)
- Juneteenth Holiday Closure on 6/20/2022
  Observance of this new holiday on June 20th, 2022 has been approved by the Commission. Josh asked the Board to approve the Library closure on June 20th, 2022.

Mary Lynne Morgan made the motion to approve the closure observing the Juneteenth holiday. Claudette Eastman seconded the motion. The motion passed unanimously.

- 310 Distribution of Literature, Solicitation
  Josh explained that the policy changes include updating the branch names of Bountiful, Clearfield, and Layton as well as an updated map for the new Clearfield building.
  Connie May moved to approve the changes in Policy 310. Jil Craythorne seconded the motion. The motion passed unanimously.

- 210 Volunteer Policy & Volunteer Manual
  Lynnette presented the changes to Policy 210 as well as a draft of the new Volunteer Manual that will be given to volunteers when they come to work. This new handbook will include instructions for special volunteers that may be required to do extra training or background checks if they work with children. Josh mentioned the Library hopes to have volunteers in time for summer reading. The volunteer guidelines have been replaced with a section requiring the Director to establish guidelines.
  Claudette Eastman moved to approve the changes to Policy 210, Conne May seconded the motion. The motion passed unanimously.

- 300 Access to Electronic Information Policy
  Josh presented the updated Policy 300 to the Board. The Library is required to review these policies every three years by June 30th. Josh worked with the IS department to edit the policy and make sure it was what the Library really needed. The previous guidelines have been folded into Policy 300 as parts of it were repetitive or difficult for patrons and staff to understand how to implement. This new Policy has been condensed from 16 pages to 10 pages.

- 301 Internet Safety for Minors
  Josh explained how Policy 301 works with Policy 300. Policy 301 deals with exceptions to Policy 300. Connie May mentioned how much easier the new policies are to read and understand.
  Jil Craythorne made a motion to approve the changes to Policies 300 and 301. Connie May seconded the motion. The motion passed unanimously.

Ratification of Bills - January 2022 and February 2022(Action)
The January 2022, February 2022, and March 2022 expenditures were presented to the Board. Josh explained that the Polaris expenditures show an overage in March 2022 because the lines were overencumbered, but that the Library is not actually over budget. He suggested to the Board that they table the March expenditures and approve them after seeing corrected numbers at the next Board meeting. The Board agreed to table the March 2022 expenditures.
Claudette Eastman moved to ratify the bills for January 2022 and February 2022 and table the March 2022 expenditures ratification. Mary Lynne Morgan seconded the motion. The motion to ratify passed unanimously.

Public Library Association Conference in Portland (Information)
The PLA Conference update was tabled and rescheduled for the next Board meeting on June 9th, 2022

Adjournment
The motion to adjourn was made by Jil Crathorne and seconded by Connie May. The motion passed unanimously. The Board adjourned at 1:42 p.m..

Next Meeting: June 9th, 2022 - 1:00 p.m

Minutes Prepared by: Jenny Tankersley Date Approved: