Davis County Library Board Meeting
Headquarters, Auditorium
133 S Main St, Farmington, UT 84025
September 8th, 2022
Called to Order by Mary Lynne Morgan at 1:03 p.m.
Adjourned 2:13 p.m.

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

Guests:
Matt Goff, Deputy Director
Ellen Peterson, Deputy Director
Brooke Freebairn, Bountiful City
Kim Valeika, Outreach Manager

Welcome
Mary Lynne Morgan welcomed those present and called the meeting to order at 1:03 p.m. Jil Craythorne arrived and conducted the meeting directly after.

Public Comments
There were no public comments.

Minutes (Action)
The minutes for June 9th, 2022 were presented for review.
Connie May moved to approve the minutes of the Library Board meeting held June 9th, 2022. Claudette Eastman seconded. The motion passed unanimously.

One-Time Extended Hours at the Clearfield Branch (Action)
Josh explained the proposed extended hours for the Clearfield Branch on Friday, October 21, 2022 from 6:30-8:30 to accommodate special programming.
Jil Craythorne moved to approve the proposed alternate hours. The motion was seconded by Connie May. The motion passed unanimously.

Early Holiday Closures (Action)
The proposed holiday closures are based on previous practice and would include closing early on Christmas Eve at 2:00 p.m. and on New Years Eve at 5:00 p.m. The Board discussed the pros and cons of closing early and agreed that the Library would close at 2:00 p.m. for both holidays.
Claudette Eastman moved to approve closing on Christmas Eve and New Years Eve at 2:00 p.m. The motion was seconded by Connie May. The motion passed unanimously.

Equipment Checkout Policies Update (Action)
Josh explained the proposed changes to policies #120 and #305. There is a laptop that has not been returned and this situation has prompted these minor changes in policy. Matt explained that most people are bringing the equipment back, however this new process balances service to the public with protecting public property.
Claudette Eastman moved to approve the proposed policy changes to Policy #120 and #305. The motion was seconded by Jil Craythorne. The motion passed unanimously.

Telescope Checkout (Action)
Ellen informed the Board that Joan Carmen from The Salt Lake Astronomical Society reached out to the Library with a grant from Rocky Mountain Power to pay for seven telescopes, one for each branch. These will be available for like other equipment. They will be available on a first come first serve basis.

They come with cases, manuals, and other odds and ends. The Salt Lake Astronomical Society will provide staff training, and repairs.
Connie May moved to approve the proposed Telescope checkout. The motion was seconded by Mary Lynne Morgan. The motion passed unanimously.

Contracts - Ratification (Action)

- Comprise Technologies Amendment - 5 yr - $4,865.00 addition to $8,909.00 (payable)
- PBC Guru (Author Consortium) - 1 yr - $7,500.00 (payable)
- Library Market - 5 yrs - $32,500.00 (payable) Calendering software ties software
- OCLC - 5 YRS - $26,766.25 (payable) - monthly contract - per year
- Blood Endowment Fund - 1 yr - $20,000.00 (receivable) presented in March - reimbursement
- Charlene Lamph - Button making equipment - In-kind donation $150.00 (receivable)

Mary Lynne Morgan moved to ratify the name contracts. Claudette Eastman seconded the motion. The motion passed unanimously

Ratification of Bills - May 2022, June 2022, July 2022 (Action)
The May 2022, June 2022, and August 2022 expenditures were presented to the Board. There were no questions about the expenditures.
Connie May moved to ratify the bills for May 2022, June 2022, and July 2022. Claudette Eastman seconded the motion. The motion passed unanimously.

Public Survey Update (Information)
Ellen explained that the survey has received 8,481 responses thus far. The current plan is to close the survey October 15th. A third party will compile the findings and they will be presented at the November board meeting.

Annual Report (Information)
Matt Goff presented the 2021 Annual Report. He commented that Jeanie Wright designed it and Lakeview Printing of North Salt Lake had printed it. The Board responded positively to the design.

Employee Recognition Awards (Information)
Josh told the Board about the staff service awards and at the time of this meeting there were 64 nominees, which is more than we expected. The Board was excited about staff recognition and asked to be invited to the Awards Ceremony.

Programming & Outreach Update (Information)
Kim Valeika spoke about the many Outreach events the Library has been involved in including several Back to School Nights, the Woods Cross Night Against Crime, and the Clearfield Bubble Fest. Upcoming is the Davis Reads event with Davis School District. Kim also talked about how the virtual author events are beginning to take off and establish a following.

Website Update (Information)
Ellen gave a preview of the new website. It is mobile friendly, has a dark theme to make it easier on the eyes, a tour that launches the first time it's visited, and other features. The goal is to launch at the same time as Library Market. Josh told the Board that Ellen had done a fantastic job working with the web development team to create the new website.

Adjournment
*Mary Lynne Morgan moved to adjourn. The motion was seconded by Jil Craythorne.*The Board adjourned at 2:13 p.m..

Next Meeting: October 13th, 2022 - 1:00 p.m

Minutes Prepared by: Jenny Tankersley