Davis County Library Board Meeting
Headquarters, Auditorium
133 S Main St, Farmington, UT 84025
October 13th, 2022
Called to Order by Jil Craythorne at 1:00 p.m.
Adjourned 2:26 p.m.

**Present:**
Jil Craythorne, Chair
Mary Lynne Morgan, Vice Chair
Jennifer Sommers
Claudette Eastman
Scott Jones
Lorene Kamalu, Commissioner
Connie May
Josh Johnson, Director
Jenny Tankersley

**Guests:**
Lane Rose, Facilities Director
Ellen Peterson, Deputy Director
Matt Goff, Deputy Director

**Welcome**
Jil Craythorne welcomed those present and called the meeting to order at 1:00 p.m.

**Public Comments**
There were no public comments.

**State of Library Facilities (Information)**
Lane Rose, Facilities Director, presented the State of Library Facilities to the Board. Lane recapped the 2022 Library Facilities projects and presented the proposed Facilities projects for 2023. These projects include a replacement fireplace insert at the Kaysville branch, a possible new HVAC for the Centerville branch, replacing the facade on the Headquarters building, sealing the Headquarters parking lot, completing the third and final phase of the Layton branch HVAC system, and a ceiling and lighting replacement at the Syracuse branch.
The Bountiful branch will be maintained while decisions are being made about the future of the Library in the South end of the County.
The Clearfield branch is still under warranty and new projects are not planned for this branch.
The Board thanked Lane for the Facilities update.
Jil Crathorne welcomed Mary Lynne Morgan, Scott Jones, and Commissioner Kamalu.

**New Board Member Introduction - Scott Jones (Information)**
Josh introduced Scott Jones from Syracuse as the newest Board member. The Board welcomed Scott to and thanked him for his interest in serving on the Board.

**Minutes (Action)**
The minutes for September 8th, 2022 were presented for review.
*Mary Lynne Morgan motioned to approve the minutes of the Library Board meeting held September 8th, 2022. Connie May seconded. All were in favor.*

**Low Dollar Contracts - Ratification (Action)**
- Donation of Materials over $50.00 - Summary - Total of $2,967.50

*Connie May moved to ratify the Donation of Materials over $50.00. Claudette Eastman seconded the motion. All were in favor.*

- Low Dollar Contracts - Summary - Total of $6,007.00 Josh explained the low dollar contracts to the Board. Scott Jones asked how the low dollar contract ratification works, Josh explained that if the contract is under $3,000, then the Director can sign the contract without Commission approval. Scott asked a question about renewal for service contracts. Ellen explained that all contracts are reviewed annually. Some contracts have a three year renewal.

*Claudette Eastman moved to ratify the Low Dollar Contracts. Jil Craythorne seconded the motion. All were in favor.*

**Ratification of Bills - August 2022 (Action)**
The August 2022 expenditures were presented to the Board. There were no questions about the August 2022 expenditures. Josh told the Board that the Facilities Allocation is changing to a square foot allocation.
*Mary Lynne Morgan moved to ratify the bills for August 2022. Conne May seconded the motion. The motion to ratify passed.*

**2023 Budget Presentation & Discussion (Information & Discussion)**
Josh began by going over highlights from the past year including being excited that the Library is back to in person Summer Reading. Josh spoke about how Davis County Library items downloaded significantly increased after the Library joined the Beehive Consortium. The Board asked how ebook purchasing works. Ellen explained that different publishers have different models. Some allow unlimited checkouts while others have limited time or checkouts. Josh told the Board he would gather more information about e-book pricing models for them. Other updates from 2022 include the Library implementing the Office Specialist I/Office Specialist II career ladder, the Staff Service Awards, increased staff training across the system, and implementing a third party survey that will wrap up on October 15th. Josh told the board that the Library began offering streaming services in 2022 as well as upgrading to the Library Market online meeting room calendar system. The Library is also working on upgrading and redesigning the Library Website. As Josh presented statistics to the Board, Scott Jones asked if the Library benchmarks itself against other libraries. Josh explained that it wasn't something the Library has done in the past, however it is a possibility for the future.

Josh then presented the 2023 Budget Initiatives to the Board

Human Resources - The Library is looking at additional Career Ladder opportunities for personnel.

Capital Projects and Related - South End Capital Construction has $100,000 budgeted for an architect, the Headquarters Library will be receiving a facade replacement, and Lynnette has been working on a furniture replacement schedule.

Technology - Josh informed the Board that as the Library has acquired several new softwares and technologies recently and does not have plans to expand on that in 2023.

Programming and Outreach plan - Josh told the board one of the Library's biggest challenges is not whether the Library is relevant, but whether the public knows that we are relevant. For this reason a marketing plan is important so that people can make informed decisions about what they want to support with their tax dollars.

Josh then went over the Library's variance sheets comparing the 2022 and 2023 budgets.

Commissioner Kamalu told the Board that the Clerk Auditor thought that the Library's Budget Presentation was the best of all the departments in the County and that he wants to use Josh's presentation as a template for other departments.

**Adjournment**
*The motion to adjourn was made by Commissioner Kamalu and seconded by Claudette Eastman.* The Board adjourned at 2:26 p.m..

**Next Meeting:** November 10th, 2022 - 1:00 p.m

Minutes Prepared by: Jenny Tankersley