



**Wasatch County Library  
Library Board Meeting Minutes  
Friday, February 17, 2023**

Hybrid meeting: Electronic meeting held via Zoom, with in-person anchor location in the Board Room, Wasatch County Library.

**In attendance in-person:** Amber Koecher, Board Chair (Presiding the meeting); Mitzi Nelson, Board Secretary; Angela Edwards, Assistant Library Director; Juan Lee, Library Director.

**In attendance virtually:** Cristina Spicer, Board Member; Luke Searle, County Council Member;

**Excused:** N/A

**1. Call to Order & Welcome:** 1:34 PM – Amber Koecher, Board Chair

**2. Public Comment:** No public comments were submitted.

**3. Approval of Minutes:** Meeting date October 14, 2022.

**Motion** to accept October 14, 2022, Library Board Meeting minutes made by Mitzi. Second by Cristina. Luke abstained from voting. Motion passed.

**CLARIFICATION:** The meeting of November 18, 2022, was canceled. No meeting was scheduled for December 2022. The meeting of January 20, 2023, was canceled.

**4. Consent Agenda Items**

A. Library Director's Report.

- Juan presented the Director's Report of Activities for December 2022 and January 2023. Including a letter of support for a Wasatch County grant application to develop a broadband plan for the whole county. The Mountainland Association of Government (MAG) is drafting the grant for the County.

B. Report of Year-to-date Expenditures.

- Juan presented the report expenditures as of the end of December 2022. This report was produced in mid-January 2023 and reflects most revenues and expenditures for 2022.
- Juan presented the report expenditures as of 02/16/2023, which reflects revenues and expenditures for the first month of the new fiscal year.
- Juan presented a copy of the approved budget for the library for 2023.

**5. Business**

A. **DISCUSSION:** Welcome County Council member Luke Searle to the Library Board.

B. **ACTION: Adoption of Art Exhibit Policy.**

**Motion** to approve and adopt the Meeting Room Policy made by Mitzi. Second by Luke. The motion passed unanimously.

C. **DISCUSSION:** Process to recruit a new Board member. Juan received official notification on 02/15/2023 that Library Trustee Heather Epperson resigned from the Board effective immediately. The process to fill a Board vacancy is as follows:

- (1) Post the vacancy online for 2 weeks.
  - a. Send information to IT Help Desk to post on the County website banner.
  - b. Post on the Library website.
- (2) Advertise and promote the vacancy in the newspaper and online through social media and word of mouth.
- (3) The application will be online.
- (4) The application packet will include the following:
  - a. The application form
  - b. Cover letter with links, dates, and contact information
  - c. Recruiting brochure
- (5) Library Director will collect all applications received and share them with the Board.
- (6) The Library Board will review all the applications and select the top candidate. This process may involve an in-person or electronic interview of the candidates.
- (7) Library Director will send all the applications to the County Manager with the Board's recommendation for the Council's approval.

- Heather's 2<sup>nd</sup> full term began in July 2020 and was due to expire in June 2024.
- The trustee recruited will serve the remainder of the unexpired term.
- The deadline for applying will be March 11, 2023. Applications will be reviewed at the regular Library Board meeting on March 17, 2023.

D. **DISCUSSION:** Smithsonian traveling exhibition Crossroads: Change in Rural America (XR Exhibit), 11/04/2023 – 01/14/2024.

- The library's steering committee includes:
  - i. Mitzi Nelson, Library Board
  - ii. Michael Moulton, Heber Valley Heritage Foundation
  - iii. Danny Goode, Community Member
  - iv. Angela Edwards, Library Assistant Director
  - v. Juan Lee, Library Director
- The library will convene an advisory group to help plan the local portion of the exhibit. See the attached list of potential advisors.
- Recommendations:
  - i. Establish timeline of activities ASAP.
  - ii. Determine various subcommittees and their leadership. For example:
    1. Education Committee to reach out to the schools (Mitzi expressed interest in this work).
    2. Program Planning Committee to arrange for programs and speakers (Michael has connections with folks knowledgeable in the history of Wasatch County).
    3. Local Exhibition Committee to put together a local exhibition to complement the XR exhibit.
    4. Budget & Fundraising Committee to raise funds for local programs and publicity.

5. Marketing & Advertising Committee to develop a marketing plan and publicize the XR Exhibit, the local exhibition, and associated programs and activities.

- PROJECT DESCRIPTION

Museum on Main Street (MoMS) is a partnership program between the Smithsonian Institution Traveling Exhibition Service (SITES) and state humanities councils across the country to bring exhibitions and humanities programming to small communities around the nation. *Crossroads: Change in Rural America* is a traveling MoMS exhibition that draws on the history and culture of rural America to provoke fresh thinking and spark conversations about the future and sustainability of rural communities. *Crossroads* offers small towns a chance to look at their own paths over the past century – to highlight the changes that affected their fortunes and explore how they have adapted. The Wasatch County Library will connect local stories to the broader narrative through a local companion exhibit and public programming.

**6. Call for Agenda Items for Next Meeting:**

- A. INTRODUCTION: Dustin Grabau, County Manager; Heber Lefgren, Assistant County Manager; and Natalie Foster, County Manager's Office.
- B. DISCUSSION: Completion of the Certified Public Manager certification and Capstone Project by Angela Edwards and Dana Brosnahan.
- C. DISCUSSION: Internet and Online Access Policy triennial review. – UPDATE: On 08/24/2022 Juan received the official letter from the Utah State Library Division certifying compliance with this policy review requirement. The next required review is due by 07/01/2025.
- D. DISCUSSION: Library Board Bylaws update.
- E. DISCUSSION: XR Exhibition update.
- F. DISCUSSION & POSSIBLE ACTION: Review Board applications and make recommendations to the County Manager's Office.

**Motion** to adjourn the public meeting at 2:53 PM and move into a closed session for the purposes of discussing personnel matters. Motion made by Mitzi. Second by Luke. Motion passed.

Next meeting: Friday, March 17, 2023.

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**ITEMS FOR FOLLOW UP BY LIBRARY DIRECTOR**

- Install **WiFi Available** signage inside and outside the building.
  - Ask IT for guidance
  - Ask Facilities Maintenance for help (Dave/JR)
- Print trustee brochure, glossy paper, for Cristina.
- Email copy of most recent bylaws document to all trustees.