

Grantsville City Library Board of Trustees
Meeting Minutes
Thursday, February 2, 2023, 4:15 p.m.
Approved April 6, 2023

Trustees in Attendance:

Elisabeth Allen (Liz), Vice-Chair
Tara Bell
Janet Craven, Chair
Sharon Kuttler, Secretary
Arlene Mair
Courtney Norman

Additional Attendees:

John Ingersoll, Director
Jolene Jenkins, City Council Liaison
Savannah Ewer, H.S. Liaison

Absent:

1. Call to Order and Attendance:
The meeting was called to order by Janet Craven at 4:15 p.m. Attendance was recorded as indicated above. Janet welcomed our new Grantsville High School Liaison, Savannah Ewer. Arlene Mair was approved by the City Council on February 1, 2023, to serve on the Library Board.
2. Courtney Norman moved to approve the minutes of the January 5, 2023 meeting. Tara Bell seconded the motion. The motion passed unanimously. Courtney offered to take minutes at the March 2023 meeting because Sharon will be absent.
3. Community Advocacy:
 - a. Ideas for 2023
 - Willow Elementary will have its Literacy night on March 1 from 5:30-8 pm. Janet and John will set up a library table; others are welcome to participate. John went to the Excelsior Academy Literacy night in January. He set up a table with the telescope, books, and library information.
 - Grantsville Elementary will have its combined Literacy Night & French Festival, "Reading Can Take You Around the World" on March 2 from 5-7 pm. Jolene invited us to participate.
 - b. 10th Anniversary of the Grantsville City Library - a bookmark contest will be held, ending in March and the library will host an open house in April. Jolene suggested we honor former Mayor Marshall and perhaps others who helped establish the library. Janet suggested Char Warner also be honored. John plans to obtain feedback from the staff about the celebration.

4. Director's Report: no written report this month
5. Unfinished Business:
 - a. 2023-24 Budget - not discussed
 - b. Annual Review of the 2021-2024 Strategic Plan - tabled until a future meeting
6. New Business:
 - a. Director's Department Head Presentation - John will be making a presentation about the library next Friday to the mayor, city manager, and other city department heads. He showed the Board a library quiz, "Department Head Challenge" that he plans to use as part of his presentation.
 - b. SWOT - Strengths, Weaknesses, Opportunities, & Threats - a one-page SWOT analysis of the library was distributed to the board and discussed. John will discuss the SWOT analysis at the Department Head meeting.
 - c. Savannah Ewer, our high school liaison, discussed several questions relevant to the city library/high school relationship:
 - Can the school's library system (Follett) communicate with Koha, Grantsville's library system? John did not think so.
 - Are the city library's computers available to students after school? Definitely and no card is needed to use the computers. Free wifi is also available.
 - Key Club might be able to help with tutoring, but Savannah isn't sure they are available in the summer. John said tutoring will begin in June. Savannah will check with the Key Club to see if they can help tutor in the summer.
7. No Public Comments.
8. The meeting was adjourned at 5:17 p.m. on a motion by Courtney, seconded by Arlene.
9. Our next meeting is scheduled for 4:15 pm on Thursday, March 2, 2023 at the Grantsville City Library, 42 North Bowery Street, Grantsville, Utah. It will also be available through Zoom.

Documents Distributed:

- a. Agenda for the February 2, 2023 Library Board Meeting
- b. Draft Minutes of the January 5, 2023 meeting
- c. Library SWOT: Strengths, Weaknesses, Opportunities & Threats document