

APPROVED

**UTAH STATE LIBRARY BOARD MEETING (Electronic)**

**Minutes**

December 12, 2013

11:05 A.M. to 12:45 P.M.

**Official Place of Board Meeting**

**Utah State Library**

**250 N. 1950 W. Ste A., Board Room #134**

**Salt Lake City, Utah 84116**

**801.715.6756**

**Jessica Van Buren, Chair, Called to Order and introductions at 11:05 A.M. December 12, 2013**

**Attendees by phone:**

**State Library Board:** Jessica Van Buren, Chair, Michael Freeman, Vice Chair, Board Members Grace Acosta, Lorri Quigley, Tiffany Hall, Carrie Valdez, Susan Allred and Linda Fields.

**Utah State Library Staff:** Donna Jones Morris, State Librarian/Division Director (attending by phone), Craig Neilson, Library Resources Program Manager, Lisa Nelson, Blind and Disabled Program Manager, Paul Kroff, Financial Manager, Jeri Openshaw, Program Specialist, and Ron Van Harten, Support Services Coordinator

**Department of Heritage and Arts (DHA) Attendees:** Julie Fisher, Executive Director, and Tim Beardall, Internal Auditor

**Office of the Utah Attorney General:** Ed Lombard, Legal Assistant

**Minutes of September 5, 2013 Meeting:** Ms. Quigley moved to accept the minutes with Ms. Acosta seconding the motion. All Board members verbally identified themselves and voted in the affirmative. The motion passed unanimously.

**Utah Open Public Meetings Act:** Mr. Lombard presented a PowerPoint (which is posted on the State Library website) and provided training on the Open Public Meetings Act.

**Department of Heritage and Arts Update:** Ms. Fisher updated the Board on the department's digitization project. She explained the department is in the process of digitizing our cultural resources, working on database design and functionality and that the department has created an electronic purchase order.

Ms. Fisher explained the Governors Success Framework initiative which mandates an improvement of 25% in efficiencies throughout the state over the next 4 years. She further stated that each department should look at how to create 25% efficiency within their

UNAPPROVED

## APPROVED

operations and that the 25% efficiencies should come from these improvements and not come from budget reduction.

Ms. Fisher briefly explained that in 2010 the Community Library Enhance Funds (CLEF) were reduced and now the Governor's Office of Management and Budget and DHA have decided to use an incremental approach towards getting the funding back to where it was in 2010.

Ms. Fisher stated that having a Joint Board meeting isn't possible at this time. She explained that at the request of the Governor, there is collaboration with other executive level department directors (sub-cabinet), who meet to discuss collaboration, partnerships and things that we do together or can do together. She further stated there are seven boards within the division and that she would like to see all boards meet on one day and then after the meeting, have the board members meet to collaborate on ways to partnership within the department.

Ms. Nelson briefed the Board on the digitization of patron applications project. She explained that when a new patron signs up for services, there is an application that needs to be filled out and this application has been on paper and now it is going to be digitized. Ms. Nelson further explained that existing applications are going to be scanned as well and all application will be stored on a secure server.

Ms. Morris thanked all those who worked on the partnership list that was given to the department.

Ms. Fisher introduced Tim Beardall who is the department's new internal auditor.

Mr. Beardall stated that right now he is auditing the LSTA Grants Program and making sure it's in compliance. He stated that soon he will be working with the Bookmobile Program too.

**State Library Funding:** CLEF receiving ongoing funds in the budget request.

**Library Celebration – February 6, 2014:** Ms. Morris stated that on February 6, 2014 at the West Jordan Library there is going to be a library celebration and the Utah academic, schools, public and special libraries have all come onboard to celebrate this. Ms. Morris stated that the president of the American Library Association has asked all libraries to sign a "Right to Libraries" document which says they believe in the right to have public libraries.

Ms. Morris stated that February will be Snapshot month. A library can pick a day in the month and, if they want to, take pictures and/or recordings of events in their facility. She stated that once there is approval from those in the pictures and recordings, they can send them to Juan Lee who will upload them to a common website which will be managed by him. Ms. Morris stated that we have done Snapshot in previous years and it has been very successful.

## UNAPPROVED

APPROVED

**Utah Library Association Conference – April 30-May 2, 2014:** Ms. Morris asked the Board members to let her know if they would like to attend the ULA Conference in May.

**Staff Reports:** Ms. Morris briefed the board on the staff report, which is posted online. Ms. Morris pointed out that the staff report includes a link to the Department's Annual Report.

Ms. Morris explained that Wasatch County is exploring the option of including the bookmobile program in their county.

Ms. Nelson was asked about library network database. She explained the National Library Service (NLS) collects stats from the Blind Program each year for their annual and semi-annual report. Ms. Nelson stated that NLS asked if she could beta test a new interface template to see if the data and format can be entered correctly. She explained that the information, once gathered, will be published on an online forum in a booklet or catalog format that will be sent to each regional library.

Mr. Kroff explained his portion of the staff report, stating that USL is on track with the USL budget.

Ms. Van Buren adjourned the meeting at 12:45 P.M.

Submitted by,

Ronald R. Van Harten  
Support Services Coordinator

UNAPPROVED