

RICHMOND PUBLIC LIBRARY

Board Meeting minutes for Wednesday, July 10, 2024
Park Community Center

The meeting began at 6:06 pm with Fran Schumann calling it to order. Board members missing were: Richard Carlson. Members present were: Fran Schumann, KarLee Roberts, Lexie Lott, Lara Smith, Kylee Kunz, Holly Jo Karren, Annie Griffiths, and Lora Smith. Minutes from the May meeting were read by Annie Griffiths. Motion to approve the minutes as read was made by KarLee Roberts and seconded by Lara Smith.

Reports from board members were presented:

- KarLee Roberts reported the success of the summer reading kickoff with just under 300 attendees. A discussion on how to make it run smoother in future years was held with suggestions about limiting options for face paint and balloon animals and setting it up so that waiting lines can stand in shade.
- Lexie Lott didn't have any updates from the city youth council. The small changes regarding teen programming with a staff member instead of a board member in charge were clarified.
- Lara Smith brought up an issue with high numbers of different age group kids attending childrens functions. Solutions were discussed including switching to more family based activities in the future for extra support over higher numbers, and to make it easier for families to attend activities.
- Kylee Kunz reported low numbers at the last adult program. A possible solution discussed was changing to a later time so that parents could more easily come after their children were in bed. The next adult programming activity will be the hike.
- Lora Smith concluded with a director's report. Topics discussed were a new game shelf, different associations and opportunities open to board members, the board's requested attendance at a city council meeting, and the new library logo. For further information, refer to attached director's report.

Next meeting will be held on Wednesday, September 4, 2024, from 6:00- 7:30 pm at the Park Community Center. Volunteer hours reported and the meeting was adjourned at 7:26 pm.

Draft of minutes compiled by Annie Griffiths July 19, 2024.

Annie Griffiths 10/9/24

July Director's Report

Show & Tell *(something new at the library)*

Games for in library use

Trustee Notes *(updates on things to remind the board about)*

Follow up from May Training

- CVLA: Cache Valley Library Associations, ULA: Utah Library Association; NCLC: Northern Cache Library Association
- Open meetings
- Do you know who the city council is: Mayor Paul Erickson, Council Members Amber Ervin, Daryl Black, Lyle Bair's, Joel Draxler and Bryce Wood;
- Attend city council as a board on Thursday, November 21st at 6:30 pm
- What are you hearing in the community about the library?

Building & Technology *(updates on issues and projects)*

4 new computers with technology grant through state library, additional indoor and outdoor wifi access points and a dream wall (firewall) with UEN Grant. AllTech did all the work on this and did an excellent job.

Staff & Volunteers *(staff arrivals & departures, volunteer work)*

Tania left, Karlie began. Current regular volunteers: Hunter Poteet, Elder Jeppesen, Porter Workman, Karyn Tejan, LeeAnne Grover, Micali Harvey, Elder Clark, Jenifer Lewis

Continuing Education & Meetings *(education/meetings director/staff have attended)*

May: I attended Utah Library Association Conference in Salt Lake and presented on early literacy in the public library

July: Jamie Hancock attending BYU's Book for Young Readers in Provo, Utah; Marissa Palmer and Patricia attending virtually

Importance of training

Collections & Materials *(Updates on new collections, processes, etc.)*

Finances *(Information about budget, grants, etc)*

2025 budget

Adult & Youth Services *(Information highlighting programs)*

Outreach *(Information highlighting outreach done in the community)*

City Party in September- is anyone available to help out? Staff will be there to set up library accounts and highlight materials such as library of things and kits

~~100-Year Celebration in October~~

News & Marketing *(New articles, patron comments, media)*

Logo suggestions from board

State Library

Recertification Completed

Possible application for quality library next year

Policies to Review

Technology Plan

Open Meetings

All meetings of a public body, such as a library board, must be advertised in public media/forum and open to the public. Utah Code, Title 52 – Chapter 4 – **Open and Public Meetings Act**, clearly states that meetings concerning the public’s business must be conducted openly. Only under certain conditions, such as discussion of personnel issues, the sale of property, or legal actions, may board meetings be closed to the public (UCA 52-4-205). This Statute also imposes a class B misdemeanor penalty for “... a member of a public body who knowingly or intentionally violates or ... abets ... any of the closed meeting provisions of this chapter...” (UCA 52-4-305). We encourage you to review the **Open and Public Meetings Act** in the Utah Code, Title 52 – Chapter 4
<http://le.utah.gov/xcode/Title52/Chapter4/52-4.html>

Visit the **Utah Public Meeting Notice** website at <http://pmn.utah.gov> to register, search, and post your library’s meetings.



Library Laws of Utah

The State Library maintains an online quick reference guide to Library Laws and Legislation. It is always advisable for boards to obtain an opinion from their local attorney for correct understanding and interpretation of these laws when applied to a specific situation. See <http://library.utah.gov/library-laws>



A trustee remembers that:

- the library Board acts only as a whole
- the library Board must authorize an individual to act on behalf of the library
- the Board does not run the day-to-day operations of the library

(Montana Public Library Trustee Handbook)

July June
2024-2025

4811 LIBRARY - SALARIES	\$	68,224
4813 LIBRARY - BENEFITS	\$	10,744
4820 LIBRARY - MILEAGE & CONVENTION EXPENSE	\$	1,200
4823 LIBRARY - SUBSCRIPTIONS & MEMBERSHIPS	\$	350
4824 LIBRARY - OFFICE EXPENSE	\$	900
4825 LIBRARY - MAINTENANCE	\$	7,400
4826 LIBRARY - UTILITIES	\$	6,000
4827 LIBRARY - PROCESSING SUPPLIES	\$	700
4835 LIBRARY - AUTOMATION	\$	1,800
4837 LIBRARY - COMPUTER UPGRADE	\$	2,000
4839 LIBRARY - TECHNOLOGY	\$	3,200
4851 LIBRARY - BONDS & INSURANCE	\$	6,700
4855 LIBRARY - PROGRAMS	\$	3,000
4863 LIBRARY - SUNDRY	\$	900
4866 LIBRARY - OTHER MATERIALS	\$	800
4864 LIBRARY - ELECTRONIC MATERIALS	\$	2,800
4865 LIBRARY - PRINT MATERIALS	\$	5,500
4885 LIBRARY - KUED GRANT	\$	

TOTAL LIBRARY EXPENSE \$ 122,218

4825 includes the bathroom remodel.