Richmond Public Library

Board Meeting Minutes

April 8, 2026

The meeting was called to order at 6:15pm and was held at the Richmond City Library. Those in attendance were board members Lora Smith, Sharik Peck, Joyce Littlewood, Shari Bair, and David Stull. Staff members in attendance were: Marissa Palmer, Jamie Hancock, and Patricia Forsgren. Board members absent were: Jack Patton, Lara Smith, and Kylee Kunz.

Minutes from the February Board meeting were read. David Stull moved for approval of the minutes as read; Shari Bair 2nd. Minutes were approved.

The annual Utah State Library training was conducted by Rachel Lenahan, the Utah State Training Coordinator. The following items were reviewed and discussed:

A. Governance.
    1. Legal Responsibilities
        a. Title 9, Ch. 7, Part 4
        b. Utah Library Laws
    2. Ethics
        a. Trustee Code of Ethics
        b. Utah Public Employees and Employees Ethics Act - Utah Code Title 67
    3. Bylaws
        a. Meeting Requirements
        b. Board Roles
        c. Term Limits
        d. Other Procedures and Guidelines
    4. Organization
        a. Quorum
        b. Spokesperson
        c. Agendas
        d. Minutes and Recording
        e. Roberts' Rules of Order
        f. Bylaws
    5. Working With the State Board
        a. Statistical Annual Report
        b. CLEF
        c. Consulting
        d. CSLP
        e. Resources

B. Recertification Standards - Details can be found in the State Library Website
   1. Governance
   2. Administration
   3. Funding
   4. Personnel
   5. Access and Services
   6. Materials
   7. Technology
   8. Facilities

C. Board Relationship Structure
   1. Citizens and Patrons
   2. Library
   3. City Government
   4. Library Director

D. Planning
   1. Strategic or Long Range Plans
      a. Good of the Organization
      b. Evaluate Plans Annually
      c. Report and Advocate
      d. Building Considerations
   2. Vision and Planning
      a. What does the community look like and need?
      b. Role and Purpose of the Library
      c. Evaluate and report back to the community and stakeholders

E. Personnel: Hiring the Director
   1. Preferred Qualifications
   2. Research market salary and expectations
   3. Utilize long range plans
   4. Write these down so that each item is known and understood

F. Policy Making
   1. Collection Development
   2. Internet and Online Access
   3. Privacy

G. Finances
   1. Budget propels long range into motion
   2. Trustees are especially effective budget advocates

H. Public Relations
1. Positive public image
2. Know about legislation that affects libraries
3. Support for the library
4. Help communicate library services
5. How well does each board member let others know of their position and how they advocate for the library
6. Ideas for promoting the library
    a. Civic Focus - City Officials
    b. Community Focus - Other community groups, advertising, Inviting others to library events

I. Continuing Education
1. Trustee Manual
2. Director
3. State Library Liaison
4. Other Libraries and Boards
5. Attorney
6. ULA/ALA
7. Open and Public Meetings Act training annually

Lora Smith collected and updated Board members volunteer hours.

Shari Bair moved that the meeting be adjourned, Sharik Peck 2nd. Meeting was adjourned at 7:30pm

Next Meeting will be June 10, 2026.

David W Stull
8/12/2026