

APPROVED
Grand County Public Library
Minutes for the Regular Board of Directors Meeting
March 27, 2019 5:30 pm
Board Room, Grand County Public Library

In attendance for the March 27, 2019 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Jeremy Lynch, Frank Stewart, Alanna Simmons-Cameron, Kathleen McHugh, Dan McNeil, and Jenna Woodbury. Also present were Carrie Valdes, Library Director; and Meghan Flynn, Head of Adult Services (minutes). Evan Clapper and Jessica Anderson were absent.

Jeremy called the meeting to order at 5:33 p.m.

Approval of the minutes for the January 14, 2019 meeting was discussed. Dan suggested an edit to clarify the budget information detailed in the January minutes. The pending minutes did not state clearly that money was taken out of the library's fund to balance the 2018 budget. Discussion followed. Dan made a motion to approve the minutes with the edit for clarity. Frank seconded the motion and it passed unanimously.

The library bills were passed around for review.

There were no Citizens to be Heard.

Carrie delivered a Director's Report to the Board. She shared that the library's roof has been fixed. Approximately 25% of the membrane roof was replaced. The repair is awaiting inspection and the cost will likely be around \$17-18,000. The library's capital projects fund will cover the cost of repair. There is still some visible damage to the library's interior walls. The County Maintenance Department has scheduled a painter for mid-April.

A finalized 2018 budget is awaiting the State Auditor's review, which will happen next month. Budget numbers for 2018 are still subject to change, but it's likely that the library will need to pull approximately \$17,000 out of the fund balance to balance the 2018 budget.

Carrie concluded the Director's Report with staffing and programming updates. The library has recently hired three new part time Library Clerks to fill vacancies and one new part time Teen Library Assistant to expand library service offerings to local youth. Library staff are busy coordinating upcoming programs including author events, films, story times, and participation in the 2019 ArtWalks.

The Board moved on to Old Business. The first item on the agenda under Old Business was review and consideration of re-approval of the Grand County Public Library Programming Policy. No changes were recommended by library staff. Dan pointed out that the policy refers to the Board two different ways – as a "Board of Trustees" and a "Board of Directors." The policy should be edited for consistency and accuracy. Dan made a motion to approve the Programming Policy with edits so that the Board is uniformly referred to as the Board of Directors in the policy. Jenna seconded the motion and it passed unanimously.

The second item on the agenda under Old Business was review and consideration of re-approval of the Grand County Public Library Meeting Room Reservation Policy. No changes were recommended by library staff. Jenna made a motion to approve the policy as written. Alanna seconded the motion and it passed unanimously.

The third item on the agenda under Old Business was review and consideration of approval of a revised Grand County Public Library Computer Use Policy. Carrie explained that changes in the policy were made to accurately reflect a change in a Utah Administrative Code number and to make clear that the library's system-wide internet filter is the only technological measure that regulates access to online content in the children's room. Library staff in the children's room monitor content on kids' computers as needed, but that process is not related to any library technology. Dan asked where the Computer Use Policy is available for public review. Carrie replied that it is posted on the library's public bulletin board. Dan made a motion to approve the policy as presented. Alanna seconded the motion and it passed unanimously.

The Board moved on to the Consent Agenda. Carrie explained that each year the library receives a Community Library Enhancement Fund (CLEF) grant through the Utah State Library. This year's CLEF grant amount to GCPL is \$7600. The CLEF contract from the state library requires the signature of the Library Board Chair. The Consent Agenda serves to ensure that the Chair has the authority to represent the Board with a signature on the contract. Alanna made a motion to ratify the signature of the Board Chair on the CLEF grant contract. Frank seconded the motion and it passed unanimously.

The Board moved on to New Business. The first item on the agenda under New Business was the election of board officers for 2019. Jenna made a motion to nominate Jeremy Lynch to continue in the position of Library Board Chair. Alanna seconded the motion and it passed unanimously. Dan followed with a motion to nominate Jenna Woodbury to continue serving as Vice-Chair. Kathy seconded the motion and it passed unanimously. The Board also decided to re-appoint library staff member Meghan Flynn to continue serving as secretary to the Board.

The Board moved on to Board Member Reports. Jenna reported that the Friends of the Library will need help with book sale set-up and break-down during their upcoming spring sale. Any Board members that can volunteer assistance will be appreciated. The Board also discussed offering snacks in the library during the upcoming ArtWalk event.

The Board moved on to Discussion of Future Agenda Items. Carrie told the Board that library staff are working on a revision of the library's Code of Conduct Policy for review at the Board's next meeting. Discussion followed about policy review and the library's strategic plan project tracking document.

A closed session was not needed. Jeremy adjourned the meeting at 6:16 p.m.