

APPROVED
Grand County Public Library
Minutes for the Regular Board of Directors Meeting
May 30, 2018 5:30 pm
Board Room, Grand County Public Library

In attendance for the May 30, 2018 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Jenna Woodbury, Frank Stewart, Dan McNeil, Kathy McHugh, Evan Clapper, and Jessica Anderson. Also present were Carrie Valdes, Library Director; and Meghan Flynn, Head of Adult Services (minutes). Jeremy Lynch was absent. Alanna Simmons-Cameron arrived at 5:33 p.m.

Jenna Woodbury called the meeting to order at 5:30 p.m.

Approval of the minutes for the March 13, 2018 meeting was discussed. Kathy made a motion to approve the minutes as presented. Dan seconded the motion and it passed unanimously.

Alanna Simmons-Cameron arrived at 5:33 p.m.

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 reviewed the success of the library's recent Comic Con event and reported that library management gained a lot of ideas and inspiration from the Public Library Association Conference (PLA) in March. Carrie drew on the PLA experience to give a presentation at the Utah Library Association Conference that focused on community partnership opportunities and eliminating access barriers to public library services. She also reported that two library staff attended the Utah State Library's recent UPLIFT (Utah Public Library Institute for Training) technology training.

Carrie informed the Board that the library's recent Library Services and Technology Act grant application was successful. The Utah State Library administers the LSTA grant and will fund the library's GCPL Connect project, which will include the addition of wifi hotspot, Chromebook, and book bike services to the library's offerings. Carrie also noted that the library's Community Library Enhancement Fund (CLEF) grant from the State Library this year is just under \$8,000. CLEF funds will be used to update and expand the library's popular collection of circulating iPads.

Carrie concluded the Director's Report and reviewed upcoming library events, the Friends of the Library book sale, and summer reading programs for all ages. She also provided an overview of library's invoice payment process. Jeremy was absent from the meeting, but had requested a review of the process for the Board. Carrie explained that most invoices are sent to the library, but some are sent directly to the County Clerk's office. Invoices that are sent to the library are coded to the appropriate budget line item, sent to the Clerk's office, and paid by Grand County. Once the Clerk's office pays an invoice, the information is included in the library's budget report. Carrie reconciles the Clerk's budget reports with the library's in-house budget tracking.

Any invoices, statements, or receipts reviewed by the Library Board are those that have been submitted to the Clerk's office since the last Board meeting. Discussion followed.

The Board moved on to Old Business. The first item on the agenda under Old Business was review and consideration of approval of a revised Grand County Public Library Collection Development Policy. The proposed edits reflected comments and suggestions provided by various Board members. Dan pointed out that the policy's language regarding Visual Media does not mention popular feature films even though they are part of the collection. He suggested the addition of a clause addressing popular films so the policy will serve as a better guideline. The Board discussed adding the phrase, "a limited selection of popular feature films" to the list of media types the library will collect and circulate. Jenna noted that the term "video" is outdated. The Board discussed additional edits to the policy so it will consistently reference "visual media" rather than "videos." Dan made a motion to approve the revised policy as presented including additional edits to the Visual Media section as discussed in the meeting. Evan seconded the motion and it passed unanimously.

The second item on the agenda under Old Business was review and consideration of a revised Grand County Public Library Computer Use Policy. Alanna asked why Attachment A states that children are limited to four 30 minute computer sessions per day while adults and teens have no computer time limitations. Carrie explained how the library's computer management software works and noted that all patron computers previously had time limits to accommodate demand. Demand has decreased due to increased access to mobile devices. Adults and teens may now extend their computer sessions as needed as long as no other patrons are waiting for access. Kids' computer use is still time limited in the library to accommodate continued demand and to give library staff and/or parents a disciplinary tool if necessary. This set up has worked well for the Children's Room. Discussion followed. Dan made a motion to approve the revised policy as presented. Frank 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 Interlibrary Loan Policy. Carrie noted that the Utah State Library provides access to interlibrary loan (ILL) services. Alanna asked about ILL fees. Carrie answered that there is currently a \$4.00 fee for ILL items and patrons are charged printing fees for ILL articles that are sent to the library electronically. This is in accordance with the county's Fee Schedule and only applies if an ILL request is fulfilled. Evan made a motion to approve the revised policy as written. Alanna seconded the motion and it passed unanimously.

There was no Consent Agenda.

There was no New Business.

The Board moved on to Board Member Reports. Evan informed the Board that the Grand County Council is discussing a COLA for county employees that may be retroactive to January 2018. He added that this may require some budget adjustments as the library budget is outside of the county's general fund. Discussion followed.

The Board moved on to Future Agenda Items. Jenna mentioned the policies coming up for review and the Board discussed availability for a meeting in July.

A closed session was not needed. Jenna adjourned the meeting at 6:30 p.m.