

Duchesne County Library Board Meeting Minutes: July 16, 2015

Location: Crossroads in Roosevelt Moderator: Kerrilynn Miles Excused: Janet Roberts

Present: Kerrilynn Miles, Beth Gardner, Sherry Lott, Commissioner Todd, Daniel Mauchley

Library Statistics were shown. Daniel gave circulation statistics for the last 30 days. Next time he will bring statistics for the month of July instead. A large increase was seen in Roosevelt's patron count in June, likely due to school being out. Duchesne saw a large increase in computer usage during June, likely for the same reason. A count of interlibrary loan transfers to Uintah from our two libraries was requested. Commissioner Todd also requested a count of all items in the library to help patrons understand concerns over the donation policy.

Budgets: Daniel overlooked bringing the budgets this month. He will have them available next month.

Recent Happenings:

- Community Library Enhancement Fund Grant purchases made for Duchesne.
 - New patron printer
 - Computer microphones
 - Littlebits robot/electronic kit (20 patrons could use at once) <http://littlebits.cc/kits/workshop-set>
 - Po-motion interactive projector software
 - Projector & Computer to manage software
 - Po-motion software and some interactive themed pages and games
- Faster interlibrary loans – Daniel is taking books daily to Roosevelt. Mileage should cut down a great deal since Daniel takes them home with him.
- Shutting wi-fi down outside of library hours at Duchesne – There were reports of at least one adult inappropriately using the internet to chat with minors while using the library wi-fi after library hours. IT asked to about limiting the wi-fi to library hours, which Daniel agreed to for the time being.
- Extended Duchesne Library Hours 9 – 6 Mon – Thurs; 9 – 5 Fri. – Since Daniel takes the bus, he is at the library by 8:45. He and Jeannie have agreed to open the library at 9 in the morning on weekdays.
- Manager meetings: w/Stephen every 2nd and 4th Thursday; w/Sam Passey every 1st Thursday.
- Meeting w/Juan Lee, our State Library Liason, Monday, the 20th.

Upcoming Events:

- DUCH – July 22, Wed, 12pm - Summer Reading Closing Party – Pizza, punch, and swim passes to the pool for completed reading programs.
- ROSE – Aug 8, Sat, 1pm - Harry Potter Birthday Party – An popular annual event that is marking the end of the summer reading program as well. Many materials are already prepared. Goodie water bottles are being given out and quizzes will be posted around the library. Commissioner Todd expressed concern that the date of the event will conflict with the centennial events at the county fair. Daniel has been asked to speak with Stephen about possibly changing the date. Commissioner Todd encouraged all to be part of the summer reading program.
- ARSL Conference Grant – Daniel and 2 of Duchesne staff applied for a state library grant to attend the Association of Rural and Small Libraries national conference in Little Rock, AK on Sep. 30 – Oct. 3.

Goals:

- History Center – Daniel was advised to speak with Juan and Sam about ideas on how to manage the History Center under the library's umbrella. Daniel will seek out a copy of their budget as well. He will move forward with meeting with the volunteers on a regular basis. He already met them once.
- Daniel will ask the post office about their paper recycling and see if the library can't partner with them.
- Review / create library mission & vision – Staff is working on this already. Beth said she has copies of the old Duchesne County Library Policies and mission and will deliver those to the library within the next week.
- Library policies and procedures – Daniel will be reviewing the old policy, as well as compare with Uintah's policies to help create some continuity between the differing procedures, particularly in circulation, while still accommodating the Duchesne patron's needs. The Board will need to approve policies and procedures in October.
- Daniel will be reviewing and updating library job descriptions.
- Get new technology installed and training planned
- Work with Kent on improvement of library website and utilize Facebook page – Roosevelt has already taken advantage of Facebook.
- Begin development of strategic plan for library including getting patron input. – Commissioner Todd suggested Daniel should make some visits out to the smaller communities in the county to gain some perspective on the patrons.
- Bus stop – Commissioner Todd will talk with Kevin Yack at BTA to see if the driver's will drop Daniel and the interlibrary loan books off at the library in the morning and pick him up in the evening.

Other Concerns

- Jean Eldridge of the Ultris Book club was upset that donations were mostly put out for sale and not included in the library collection. Kelly received the complaint and made Commissioner Todd aware of it. The donation policy will be part of the agenda next month for review and approval. There was also a complaint that the Roosevelt flag was in shabby shape.