

DUCHESNE COUNTY LIBRARY BOARD MEETING

June 21, 2016

Duchesne Library, Duchesne Utah

Began: 5:46 P.M.

Conducting: Daniel Mauchley (Library Director), Kerrilynn Miles (Chair)

Present: Daniel Mauchley (Library Director), Sherry Lott, Yogi Nielsen, Beth Gardner, Kerrilynn Miles (Chairman), Greg Todd (County Commissioner).

Excused: Bert Jenson (Vice-Chair), Janet Roberts (Secretary)

Approval of Minutes:

No corrections made: 1st: Greg Todd. 2nd: Beth Gardner. Yes: 4. No 0.

Approved with spelling corrections.

Internet Policy Review:

After discussion with the Information Technology department and the county attorneys, the following additions were made to the policy after last month's review:

- "The filter may not block all restricted content due to the continual rapid change of Internet content."
- "A reminder of this policy is displayed on the start screen of patron computers. Agreement to follow the policy is implied by patrons over 18 years of age upon logging on to the computer. Patrons under the age of 18 must also have written consent from a parent or guardian. "
- "Patrons under 18 must use a library card to log onto library computers and are not given guest passes unless a guardian is present to request one for them."

The attorneys felt that including a summary of the policy on the log-in screen of the computers was sufficient for an adult to agree to abide by the policy. They still felt that minors need to have written permission from their parents on file. Daniel introduced the Parent Consent form which guardians must sign before minors can use the computers. Due to the necessity of the form, minors may no longer request guest passes for internet use unless their guardian is physically present with them.

Motion to approve and adopt the Internet and Computer Use Policy and Parent Consent Form as corrected:

1st: Beth Gardner. 2nd: Sherry Lott. Yes: 4. No: 0.

Library Statistic/Budget Questions:

Greg Todd would like to know what percentages of fine are getting paid.

Sherry Lott asked how the library is progressing in general. Daniel showed the current state library certification benchmarks that Duchesne met in 2015. The library system is required to meet 6 of the 10 benchmarks as part of their certification, which is currently does. Among the 4 benchmarks not currently being met are:

- # of library events
- Event attendance
- Patron Visits
- Circulation count

The library will easily meet the “# of library events” benchmark next with due to all of the new programming introduced this year. There has been vast improvement in event attendance, but the library system is a little behind in meeting the benchmark thus far. By mid-May the system should have made 40% of the goal. It was at 38%. It is hopeful that the summer events which tend to be larger will help and new events will be introduced soon as it seems some events like LittleBits Club has reached an interest saturation level and patrons seem ready for something new. Patron visits should also be met next year due to the wireless counters being installed which has already shown great increase in patron counts that weren't being accounted for previously.

The circulation counts are Daniel's biggest concern. 2015's total was a decrease over 2014's. Population change may have some effect on this number, but Daniel is hopeful that a push for e-book purchasing and circulation later in the year will help. Daniel will discuss with the staff how they can better market and display materials. The circulation policy and procedures also need to be evaluated. Since the initiation of the consortium with Uintah, no official decision has been made to better align the varying check-out terms and amounts between all three libraries. This may also help to contribute to higher circulation.

Despite the decrease in 2015, circulation numbers in recent months during 2016 have all been higher than the 2015 counts. The current increases may not be enough to again reach the benchmark so Daniel will still work with staff on improving that benchmark more proactively.

Update / Recent Happenings:

Daniel and Sam Passey met with Shauna Serawop, the Uintah River High School librarian to discuss cooperative efforts. Ms. Serawop is working on deselection of, inventory of, and updating the library's collection. Her and the principal still feel the main goals of their library is to serve the school needs first and then open the library some limited hours to the public. Sam agreed to help her learn about the Koha catalog and circulation system and in the future possibly looking into reciprocal borrowing agreements. At this time, URHS is going to focus on their own physical space and collection before expansion.

Summer Reading Sign-ups went pretty well with 725 in 2016 compared to 797 in 2015. 2015 saw a great increase in children's sign-ups due to Roosevelt's color book campaign funded by the CLEF grant last year. 2016's total is still much higher than 2014's total despite not purchasing the coloring books this year.

The summer opening parties were successful with 50 attending Duchesne's and 155 attending Roosevelt's.

Two new teen staff members were hired at the Roosevelt Branch: Marylou Hernandez and Cassidy Thompson.

The graffiti on Roosevelt's north exterior wall has been cleaned by the maintenance department and looks very good now.

ULA Conference Costs:

Daniel has discussed financing board members' conference costs with the state library. The library system may reimburse registration costs, lodging, per diem, and mileage at their discretion. Board members are not to be paid for their time at the conference according to Utah Code as board members are a voluntary position.

CLEF Grant 2016:

Duchesne Library has purchased a 3-D Printer that will be introduced as a library program in August, which will replace the LittleBits Club. Daniel will also look into having a booth at the fair to demonstrate the printer and show some completed projects and contact the newspaper to build interest.

Roosevelt Library has purchased a scanner for patron use and will also be trading in their old copy machine for a new color copier that will also act as the patron printer. Color printing will finally be available to patrons. Patron printing will not be enabled on the copier until print management software is installed to prevent accidental printing, which has been a recurring problem at the Roosevelt Branch. Half of the copier cost will be covered by the remainder of the grant and the other half will be covered out of the library technology budget.

Next Board Meeting:

July 12, 2016. Crossroads Sr. Center at 5:30 P.M.

Minutes Approved 07-12-2016.

Adjourned: 6:45 P.M.

Signed: Daniel Mauchley, Library Director

