

Duchesne County Library Board Meeting June 20, 2017

Duchesne Library

Convened: 4:32 pm

Roll call: Director Daniel Mauchley, Vice-Chair Sherry Lott, Kerrilyn Miles, Janet Roberts, Yogi Nielsen, Chair Bert Jenson via teleconference, Commissioner Greg Todd

Excused: Sec. Lisa Roberts

Minutes from May 16:

- **Corrections:**

2016 certification benchmarks:

- Correction - we have to meet or exceed 7 out of 12 and they HAVE been met before.
- Correction – we passed the events OFFERED benchmark, but not the attendance benchmark
- Correction – total REQUIRED staff is good
- Correction – our budget is larger than other systems serving our size

Motion to approve minutes as corrected: Janet Roberts

Second: Kerrilyn Miles

Unanimously approved as corrected.

Public Comment:

None

Library Statistics:

- Bert - How are we comparing with last year from the 13 month circulation chart?
 - Daniel - Right on where we were last year in Duchesne and Roosevelt is down a little from last year.
 - Highest patron counts for both locations last month.
 - Transfers to Uintah was at a high and transfers from there are at a high as well.
 - Summer reading has been record breaking. 300 adults this year between both branches. 156 total teens. Over 1000 total which is over a 50% increase.
 - Events – 120 people to the opener in Duchesne. Biggest event ever. 255 people at the Roosevelt opener at the Strata building the same day.

Recent Happenings:

- Roosevelt library is seeing an increase in patron count for the passport books.
- Roosevelt parties are stretched with staff and would like to have board members help out if you have just a little extra time.
- Summer reading – Wendy in Duchesne is doing bi-weekly activities based around the theme and had 40 kids come. Very successful!
- Roosevelt's mid-summer is a Harry Potter Party – July 29 at 1 pm – longest running event.
- Altamont and Tabiona – Daniel met with the Tabiona city council. Very positive about the library participating there. They would like to put a box in their new community center beginning in November. Daniel still needs to meet with Altamont city council and see what they want from the library.
- Daniel is going to ALA conference in Chicago.

- Sam Passey and his board there are working on their circulation policy. They had an issue with parents abusing their kids' cards. High schoolers can now get a student card to check out 2 items. If items aren't returned from our collections, Uintah will pay for them.
- Daniel hired 3 new teens to replace the outgoing teens.
- The library gets 70% discount from Strata. It has negotiated to increase the speed for the library patrons.

Circulation Policy:

- It's going well except for requiring library cards at check out in Duchesne. Doing fine in Roosevelt, but not pushed as much in Duchesne by the staff.
- The question is why are we requiring them to show a card when we know who they are? Other libraries our size said if they don't have their card, we let them still check out a book if we know who they are. In Vernal, they allow them to check out a book if they can give them some of their other information and it matches what is in the system.
 - o Janet – Everyone should be treated the same.
 - o Greg – This isn't the olden days. It's frustrating to people who have to constantly prove who they are even if we know them.
 - o Daniel - I have let them check out, but ask them to bring their card the next time.
 - o Keri – No matter what you do, it's still a transition.
 - o Yogi – I have the card in my purse, but don't pull it out because they know me.
 - o Sherry – I use my keychain card no matter what because we were told to use it.
 - o Daniel – The new card is necessary if you want to use the eBooks.
 - o Bert – I think if they are in the system and could show some ID, I think it's okay. If we don't know them, we should ask for ID. If they don't like it, they can bring their card in.
 - o Sherry – The (keychain) cards are so quick and slick. Tell people it is faster even if we know them. It's faster.
- Daniel - We can't change the issue at this meeting, but just wanted to get your opinion on it.

Library Late Fines (Sherry):

- Sherry - The people you want to serve are probably those that won't return if they have late fines and they are adding up. They can add up quickly for a large family with books overdue.
- Daniel - Salt Lake did away with late fines, but not lost fines. After 2 weeks overdue, patrons get a collection slip for the "lost" item.
- Daniel - The 3 week check out time period was set up to help that. There is also a 2 day grace period as well before the fine is issued.
- Bert – People need to get books back for others to use. There needs to be some responsibility.
- Daniel - Vernal now has a 1 week check out for new releases of movies.
 - o We aren't changing policy on it tonight, just having a discussion on it.
 - o There have always been library fees, but has it changed the patron usage?
 - o Vernal has thought about dropping late fines as well, but hasn't changed it in the circulation policy revision.
 - o Will look into it more in the next month.

Strategic Plan:

- Daniel is working on it and the library certification which is the most pressing matter.

Certification:

- Every year the library board is to have some kind of training. The open meeting review is a little of the training as well as the review of the by-laws. We need to go over the duties of the board members.

- What fits your needs? Is a 5-minute video part of board meeting a possibility and make it a little easier?
 - o Greg – When you do it here, you have a little discussion and not as likely to do that when watching them at home.
 - o Daniel – We will just make it part of our regular agenda if we keep it in small snippets.
- Part of library certification now requires Daniel to go with the board chair to walk through both branches and do a survey to check the maintenance of each building.
 - o Greg – Have Shane the maintenance department head there at the same time so all get the information at the same time.

Visiting Legislatures:

Not a requirement, but it may be helpful to meet the state legislatures during the off season.

- o Greg - The best way to do it is if they are at an activity and visit with them. I think they would be at the county fair.
- o Daniel - Is that better then asking if we could stop to visit them?
- o Greg - They are very busy. Find them when you can and not on their personal time.
- o Daniel - A letter was sent to each of them last year thanking them for supporting the CLEF grant. I'll bring a paper with their picture and contact information so if you see them you will recognize them and be able to talk to them.

Next meeting: Wednesday, July 26 at Crossroads Senior Center at 4:30 pm

Adjourned: 5:35 pm

Minutes approved on 07/26/2017.