

Duchesne County Library Board Meeting October 17, 2017

DMV Building Roosevelt, UT

Roll Call: Director Daniel Mauchley, Chair Bert Jenson, Vice-Chair Sherry Lott, Secretary Lisa Roberts, Lori Ann Potter, Janet Roberts, Kerrilyn Miles

Excused: Commissioner Greg Todd

Convened: 4:36 pm

Minutes Approval from September 19, 2017:

Fix minutes – Events: 1/3 of summer reading sign-ups system-wide completed the program
Budget: 66% increase in summer reading incentives
Children and teen book enhancement grant: received \$1500

Motion to approve as corrected: Lori Ann Potter
2nd: Kerrilyn Miles

Public comment:

None

Library Statistics:

- numbers are still going down
- circulation is down
- patron count down – possibly from the increased amount of time they can keep their books
- we will still meet the benchmarks for this year even though the numbers are down. Then we are still eligible for the CLEF grant.
- event attendance is almost to 2000 in Duchesne and about 4000 in Roosevelt. Total is close to 6000 people attending events

Budget:

- \$16,000 is paid out each month for the Duchesne Branch remodel

Recent Happenings:

- ULA fall workshop – went to Park City library
- Altamont/Tabiona outreach – box at Upper Country Market and will start picking up books on Oct. 27. Emptied Tuesday and Friday afternoons. Possible box for Fruitland – will see how the other 2 boxes go.
- Fandom party went well.
- Traveling art exhibit – one at either branch
- IMLS grant has arrived and tons of new books

- history center – went to a conference for community history. Bert Jenson is the county contact for certified local government status. They need to find the history ordinance. Daniel is going to pursue it and get the history ordinance on active status. It may require another board with it.
- Daniel attended a director's summit

Circulation policy proposed changes to new accounts:

- Needs a proof of mailing address for all new accounts
- Duchesne Branch is missing 125 items in the last year.
- 700 items missing or overdue in Roosevelt in the last year.
- About ½ of them are people who have had an account for less than 6 months.
- Reviewed email responses from other library directors about restrictions for beginning accounts at other libraries.
- It is more of an issue with movies than it is with books.
- Right now with a new card, they can check out any 10 items.
- Daniel will look into collections seriously.
- Possible proposal ideas:
 - o DVD limit
 - o Any 3 items for the first 1 - 3 months
- can the catalog send a text message to let people know items are due instead of an email?
- We will watch to see how many items we get back in the next month and then go from there to see what we need to do.
- motion to have a proof of mailing address for all new accounts: Bert Jensen
 - Approved in unanimous vote.

Help Manti Library

- they won't respond to messages so they must be okay

Proposal for 2018 Budget

- Not officially approved, but the commissioners didn't shut anything down.
- The commission was positive about the outreach and willing to put money forward

Christmas Eve Holiday Proposal

- The proposal is to keep the Christmas Eve holiday for the library staff the same as the rest of the county. It would be closed ½ day December 22nd and a full day on December 23rd. Motion made to approve the proposal: Bert Jenson
- All approved.

Library system logo

- samples put together by Lori Ann.

- Have logos submitted for contest in Photoshop, Illustrated, or InDesign to be digitized and used for other items.

Strategic plan

- still a work in progress

Board training

- preparing to evaluate the Library Director
- will be done next month. It will be a closed session. Daniel will check to see if we need to have audio or written minutes for it.
- there is a county performance evaluation that Daniel has been evaluated on before. There is also a specific one for library directors which Daniel put together using "The Complete Library Trustee Handbook"
- Daniel will go through the evaluation on himself first and then the board will go through his evaluation.

Motion to Adjourn: Sherry Lott
2nd: Janet Roberts

Adjourned: 5:55 PM

MINUTES APPROVED 11/28/2017.