

## Duchesne County Library Board Meeting Nov 15, 2016

Duchesne Library

**Convened:** 4:37 pm

### **Roll call:**

Present: Director Daniel Mauchley, Chair Kerrilynn Miles, Sherry Lott, Beth Gardner, Yogi Nielsen, Secretary Janet Roberts

Excused: Commissioner Greg Todd, Vice Chair Bert Jenson

### **Approve October 18, 2016, minutes:**

Motion: Beth Gardner

Second: Sherry Lott

Unanimously approved.

**Public Comments:** None

### **Library Statistics:**

- Roosevelt Branch attendance dropped in October below Duchesne. Still a better count than last October. Duchesne's attendance is likely bolstered by community room use.
- Duchesne transferred over 300 items to Uintah Library; their highest amount ever. Still far below Roosevelt's transfers.
- Halloween story times at both branches were well attended.
- The library system has met last year's benchmark for events hosted. Will likely achieve event attendance benchmark as well with strong December event performance.
- A Fines Paid report is still being developed to answer the question of what ratio of fines are actually being paid.

### **Recent Happenings:**

- Wes Smith's Fathering with Love and Logic Course is ready to begin. Duchesne Elementary PTO helped spread the word. There is enough interest that a second course may be set up as well.
- Roosevelt's School Year Reading Bingo Program has gained steam this last month with more awareness.
- The Utah Arts Traveling Exhibit for the fall has arrived at Duchesne Branch.
- Stephen has been invited by the Ute Tribe to participate in some of Head Start's literacy nights to do story time. There may be a possibility that a regular story time may be initiated at the Myton Head Start in the future.
- Sally Cardon was recently hired as a part-time library aide at Duchesne Branch.
- Videophone for patrons who are deaf has been placed but still needs to be installed.
- Holiday USU Life Hacks Make & Take is Dec 1. A popular event. Patrons will take home 3 bread mixes.
- USU Life Hacks will continue next year, but will be titled Food Sense.

### **Circulation Policy Review:**

- The policy has been through 4 different staff meetings and has been polished a little more each time. There is still significant disagreement between each branches' staff on some of the items.
- *(YOGI NIELSEN JOINS MEETING AT 4:50.)*

- There have been some problems with parents opening accounts for their children when they have large fines on their own account. The branches are suffering significant loss from that practice.
- "Renewing" a library card would provide an annual opportunity for the staff to check with patrons to make sure all of their contact information is still correct.
- Some patrons have taken advantage of our new staff, in Duchesne Branch particularly, by not showing their card at check-out. They have claimed to be people they are not.
- Daniel proposes a possible 2 month grace period to encourage patrons to start bringing their cards to checkout and change their old habits.
- Roosevelt Branch staff feels going to a limit of 20 items, with a maximum of 10 of those being DVDs is acceptable. Duchesne Branch staff feels it should remain just 10 items total and patrons will not get through more items if they are allowed them. Roosevelt patrons in particular check out many children's books at one time, which is one of the arguments for increasing the limit.
- Daniel feels that 10 items seems a little restrictive, especially for children's books that are read through much faster than adult books.
- What's best for patrons, rather than making a judgment call on how many items library staff think they can use or need?
- Daniel felt there should be a provision that new accounts are still limited to 10 for the first six months. Then if patrons are reliable they can increase to a higher limit.
- People could come to the library more often to switch out books.
- Kerrilyn asked for a correction: "10 items at a time" rather than just 10 items during the first six months. Clarification to draft is made.
- Daniel proposes the idea of "re-checkout." After an item has been renewed, patrons may "re-checkout" the item (1 new check-out and renewal opportunity) by bringing in the item and showing it is still in good condition. This is to prevent patrons who have abused privileges by asking for repetitive renewals, though they lost the item long ago.
- Some staff have allowed patrons to renew even though the item is on hold. Kerrilyn brought up that this doesn't seem fair or good customer service to those who are waiting for an item on hold.
- Minors under 17 will no longer be allowed to check-out R-rated or Unrated videos without written parent permission at every such check-out.
- Resident patrons need to have 3 months of successful circulation before they may take advantage of the Interlibrary Loan Service.
- Sherry asks that "the lending library determines checkout periods" be added to clarify interlibrary loans. Clarification to draft is made.
- Daniel proposes patrons will be charged for high-demand items that are long overdue so that the library can replace the high-demand item and continue to circulate to other patrons.
- Daniel proposes non-residents have an initial 4 item limit for 3 months, and then can go to 10 items if all is well.
- The Board asked Daniel to see if it was possible for children's books (Easy Reader books) to be allowed a higher limit at a time than other items; possibly up to 20.

### **Roosevelt Library**

- Sam Passey shared some construction successes and failures from the Uintah County Library with Daniel. He also suggested a tour of the Grand County Library in Moab and Herriman Branch in the SLC area. They are of comparable size to Roosevelt's possible facility. Daniel will go and visit these facilities
- Uintah County Library had to label itself as a "community center" to receive Community Impact Board support.

### **Tabiona/Altamont Outreach**

- Daniel looked into some of the large circulation machines to install in those towns. They cost \$200,000 each. They are far too cost prohibitive. Doing some lockers to save holds on-site is a much cheaper possibility.
- Daniel wonders if we should partner with the school libraries and provide some small collections at those sites.

### **Farewell to Beth Gardner as a 2-term Board Member**

### **Meeting Adjourned at 5:36 PM**

**Next Regular Board Meeting is Jan. 17, 4:30 PM, Crossroads Sr. Center.**

**Minutes recorded by Director Daniel Mauchley.**

Minutes approved 01/16/2018. (Written minutes were not available at Jan. 2017 meeting due to the secretary's computer crashing. Audio minutes were immediately posted, but written minutes were forgotten until re-transcribed Dec. 2017 after noticing they were not yet posted. The audio recording from the Nov. 2016 meeting was re-listened to in its entirety to create these minutes which were then presented for approval Jan. 2018.)