

Duchesne County Library Board Meeting

July 16, 2019

Crossroads Senior Center, Roosevelt, UT

Roll Call: Vice-Chair Sherry Lott, Gary Pew, Director Daniel Mauchley, Secretary Lori Ann Potter (via telephone), Dixie Swasey (4:42)

Excused: Commissioner Greg Todd

Absent: Kerrilyn Miles, Janet Roberts

Convened: 4:37 p.m.

Motion to go to Closed Session, 4:38

- Motion: Gary Pew
- Seconded: Lori Ann Potter
- All approved

5:08: Moved back to Open Session

Proposed: Approval of June 2019 Minutes

- Motion: Dixie Swasey
- Seconded: Gary Pew
- All Approved

Public Comment: Welcome to Gary Pew, our new Board Member.

Board Training: Review of Board Officer Responsibilities

- Board Chair: Helps decide on agenda; acts as spokesperson for the board; may delegate responsibilities and set up committees. Documents that go to the state; lots of behind-the-scenes work.
- Vice-Chair: Assumes duties of the chair when the chair is absent.
- Secretary: True and accurate record of all proceedings of board meetings; minutes made available to public.

2019 Board Officer Elections

- **Chairman Nominated: Lori Ann Potter**
 - Unanimous Vote In Favor
- **Vice-Chair Nominated: Sherry Lott**
 - Unanimous Vote In Favor
- **Secretary Nominated: Dixie Swasey**
 - Unanimous Vote In Favor

2020 Budget Review:

- Financial Pages--Expenditures YTD as of end of June. He has corrected the wages, which we incorrectly split between the history center and the library staff. We are at right about 50% as we should be. We have overspent a little with the raises for Becky, Jeannie, and Wendy for completing their ULA Paraprofessional Certificates.
- Slight Adjustments. E-materials--it has been steady and stabilizing and won't be as expensive this year. Drop to \$45,000

- Travel, Conferences, Vouchers, etc. We have never spent this much due to Daniel's extra travel in his state library association responsibilities. Amount is expected to still be adequate next year.
- Library supplies needs to be raised \$1,000
- Digital Services—ongoing annual cost. Need to add an extra \$2,000
- Program Budget will be moved down to \$20,000
- Outreach Program--dropping from \$10,000 to \$8,000
- Capital Outlays--drop from \$35,000 to \$30,000
- History Center
 - Teen employees--they will be moving on to college, so will no longer be a cost. The work in the center is stable and Janessa can continue with it.
 - Add one line item--anything that is not salary is dumped into supplies. Create a new line item called Digital Services for the History Center (\$2000). This covers the work that we pay Spatial Generations to assist with new issues and hiccups with the digital cemetery collection.
- We need to be careful and use surplus towards capital project. We also don't want to overspend our revenues in general.

Proposal: Present budget to the county in September. Ultimately, this is up to the auditor. If we try to ask for any more tax percentage about what we already are, we have to do truth in taxation. We are already at the certified tax rate for our area that can be used for the library.

Motion: Approve the 2020 Budget Estimate to be presented to the County Auditor.

- All Approved

June Library Statistics / Budget Questions / Consent Agenda Questions

- Circulation is one of the highest we have had in a very long time, and we have been going up for a while.
- Patron Count: Very high again.
- Computer Use: Highest in a while. 460 computer sessions last month in Duchesne; Roosevelt had 760. Turned on a setting that signs people out if the mouse doesn't move in 15 minutes. Gives us a more accurate number of sessions and protects patron privacy if they forget to sign out.
- Transfers: very busy; around 700 in June.
- Drop boxes are getting used.
- Events: Library Opener in Duchesne was the largest Duchesne Library event ever.
- Yesterday--Geocache at the Duchesne library. 4 people have come in to do the library's geocache, and they have been loving it. A man from California stopped because of the good reviews. A woman from Ohio said it was the best library cache she has ever seen.

Next Library Board Meeting: Tuesday, September 17, 4:30 p.m. @ Duchesne Branch, Duchesne, UT (NO August Meeting)

Adjourned: 6:00

Motion to Adjourn: Gary Pew

Seconded: Dixie Swasey

Minutes approved 09/17/2019.