



Library Board Meeting

June 16, 2020 @ 4:30 PM: Duchesne County Conference Room #1

Conducting: Chair Lori Ann Potter Absent: Vice Chair Sherry Lott and Kerrilyn Miles

Convened: 4:39 p.m.

Welcome to Jenny Adams who will begin serving as the Duchesne area representative to the Library Board beginning in July. She will succeed Sherry Lott whose terms have expired.

Roll Call - Chair, Lori Ann Potter; Jessica Shaw; Director, Daniel Mauchley; Commissioner, Greg Todd; Deb Evans; Secretary, Dixie Swasey.

May 2020 Minutes Approval - Motion to approve - Jessica Shaw; Motion seconded – Deb Evans; All approved.

Public Comment - None

Roosevelt Library CIB Application Update / Prepare Request for Qualifications.

Director, Daniel Mauchley announced that our purchase of land from Roosevelt City for the new library building has been finalized. After seeing the size of our proposed parking lot, Roosevelt City has agreed that we will not need to widen the road. It was only asked that parallel parking stalls be painted along 200 West. Other details concerning the change of ownership of the land were also agreed upon.

Mike Hawley from Jones and DeMille Engineering presented a document titled “Duchesne County Request for Qualification (RFQ) for Professional Architectural/Engineering Service.” His company had prepared this document for us free of charge. A document much like this one will need to be advertised so that firms interested in providing architectural/engineering services to us can submit their Statement of Qualification (SOQ) Information to us. The Library Board can then choose the firm that will be hired for architectural/engineering services for our building project. This process follows state procurement code. In order to have public meetings and to have our CIB proposal ready before the October 1 deadline, we need to have SOQ information submitted by the middle of July. There was discussion about having a sub-committee formed to rate the SOQs or having a work meeting before next month’s regular meeting.

A motion to move forward with advertising an RFQ was made by Jessica Shaw and seconded by Deb Evans. All approved.

Board Training: ALA Meeting Room Interpretation Library Board members were provided with ALA information about meeting rooms and spaces in libraries.

Meeting Room Policy Review We continued our discussion of a Proposed Meeting Room Policy for the meeting room in the Duchesne Library and the meeting room that is planned for the new Roosevelt Library. We discussed rental rates, private and public meetings, cleaning fees and deposits, and whether or not a library employee needs to be in the library for an after-hours meeting. Further discussion is still needed, particularly about a fee scale if such is decided upon.

Review of Library Coronavirus Status – Director Daniel Mauchley reported that attendance is low, but our coronavirus interventions seem to be working well.

May Library Statistics / Budget Questions / Consent Agenda Questions

Farewell to Board Member Sherry Lott We appreciate Sherry's eight years of service as a faithful Library Board member.

Adjourned – motion to adjourn – Greg Todd; second to the motion – Dixie Swasey.

Meeting Adjourned - 6:49 p.m.

Next Meeting – Tues, July 21, 2020 4:30 PM @ Duchesne Library. There is a possibility of a work meeting being scheduled just prior to the regular meeting.

Minutes approved 07/28/2020.

A handwritten signature in cursive script, reading "Dixie Swasey", written over a horizontal line.

Dixie Swasey, Secretary