

PROPOSED  
Uintah County Library Board Meeting  
Library Second Floor Conference Room  
May 1, 2013  
11:30 A.M.

Board Members Present:     Judy Huber- Chair  
                                  Andrea Smith- Secretary  
                                  Rachelle Palmer  
                                  Uintah County Commissioner Darlene Burns

Others in Attendance:       Sam Passey, Library Director  
                                  Heather Hoyt,  
                                  Dennis Atkin  
                                  Carla Cleavenger  
                                  Alicia Nelson  
                                  Teresa Rasmussen  
                                  Erin Ray  
                                  Penny Sam  
                                  Daniel Sam

Excused:                       Sondra Sanders  
                                  Connie Johnson  
                                  Dr. W. Gooch

**1. Welcome and Approval of Minutes:**

At approximately 11:35 a.m., on May 1, 2013, pursuant to the public notice, the Uintah County Library Board meeting was called to order by Judith Huber in the Library Main Floor Conference Room. The April meeting was rescheduled to accommodate those who would be attending the funeral of Bob Williams. After review of the March minutes, Darlene Burns made a motion to approve the minutes as written. Rachelle Palmer seconded the motion. The motion passed unanimously.

**2. Ratification of Purchase Orders:**

Sam Passey presented 53 purchase orders for the weeks of March 26, April 3, April 10 and April 16, 2013, totaling \$18,582.61. Rachelle Palmer made the motion to approve all the purchase orders. Andrea Smith seconded the motion and the motion passed unanimously.

**3. Proposed Policy Changes:**

a. *Internet Access Policy*- This policy is required to be reviewed every three years per the Utah State Library. Sam Passey said the current policy has been submitted to the Uintah County Attorney's office for review.

b. *Collection Agency Referral Fee*- During a previous meeting, it was discussed lowering the fee for patrons who are referred to the collection agency from \$25 to \$10. Sam Passey said in discussing the fee with Legacy, the company the library uses for collections, the library currently has the second highest fee rate of their customers. The decreased would put the library in line with industry standards. Sam also said the profit from those collection fees go to pay off the balance of delinquent accounts that are repaid. Rachelle Palmer made a motion to approve the decrease. Darlene Burns seconded the motion and it passed unanimously.

c. *Library Use Policy*- This item was tabled until the next meeting.

#### **4. Library Reports:**

a. *Piano Project Update & Piano Use Policy Discussion*- This item was originally passed over until later in the meeting. Following the discussion about outreach efforts, Penny Sam gave the board an update on the fundraising project for a grand piano. Penny stated they are only \$6,500 short of reaching their goal of \$35,000 to purchase the piano. She had sent out multiple letters to area businesses seeking donations, but had not heard back from many of them at the time of the meeting. She also stated she was concerned if they did not purchase the piano soon, the price could increase.

There was a discussion about the proposed piano use policy. Penny Sam voiced her concern about the possibility of the piano being moved or charged for use in the future. She also expressed concern about where the piano might be located within the library, as the piano needs to be housed in a certain temperature. If the piano is moved frequently, a piano dolly would be needed. Sam Passey stated the piano would be kept in the Main Floor Conference Room and would be covered when not in use. There was also discussion about etiquette around the piano when recitals/events are held in the Main Floor Conference Room around the piano.

Darlene Burns suggested instead of required 24 hour notice on any use of the piano, if there is not an event going on in the room a patron could request use of the piano. Sam said there has been some discussion about setting one day every week aside so patrons could come in and use the piano, along with recitals and community musicians' performances.

b. *Regional History Center Update*- The Regional History Center is holding their public open house today until 3pm. Everyone was invited to look at the new center and see the exhibits they have displayed.

c. *E-book Demonstration*- This item was already discussed during the March meeting and had no need for further discussion.

d. *Proposed Joint Catalog With Duchesne County*- Sam Passey said the Duchesne County Library had contacted the library about a joint library catalog. There are approximately

4,000 Duchesne County residents that are card holders with the Uintah County Library. Sam did not have an estimated cost yet, but wanted the board to be aware of the option.

e. *Outreach Reports*- In previous meetings, the board had discussed more communication between the library and the local school district. Lapoint Elementary Principal Dennis Atkin came to speak about ways the library could help the communities of Lapoint and Whiterocks. A large number of students at Lapoint are Native American and with the money the school receives from the Indian Education fund, they were able to purchase computers, electronic equipment and books for the benefit of those students. Whiterocks recently built a Community Building, that now has broadband internet. Principal Atkin believed if the library could help supply the community with books and personnel to learn how to check books out, that would have a great impact. The idea of a van that can bring books to the Community Building during the month was discussed.

f. *“EveryoneON” Computer/Internet Training*- This item was tabled until the next meeting to allow Melinda Barlow to be in attendance.

g. *Staff Development Day*-There was a great turnout and response to the recent Staff Development Day. There was a speaker that discussed how the mind works and ways to break the cycle of trouble. The staff also participated in a strategic planning sessions. The most common responses were increasing awareness of the library and extending outreach services to the jail and youth detention center.

h. *Trustee Reports/Strategic Planning*- Judith Huber had discussed the CLEF grant with personnel at the Uintah School District and how they believed spending the money would benefit the library. The feeling from the school board was to increase awareness of the library and all the services they offer. They suggested taking out an ad at the local movie theater. Also, if the library could have activities that include science and social studies would be extremely beneficial to students around the area.

## **5. Items For May 2013 Agenda:**

Items for the May 2013 Agenda will include the Library Use Policy and the “EveryoneON” Computer/Internet Training Initiative.

## **6. Closed Session (if necessary):**

There was no need for closed session.

## **7. Adjourn**

Rachelle Palmer made the motion the meeting be adjourned. Andrea Smith seconded the motion. The motion passed unanimously and the meeting was adjourned at 1:15pm.

Andrea Smith, E-mailed the proposed minutes on May 3, 2013