

APPROVED  
Grand County Public Library  
Minutes for the Regular Board of Directors Meeting  
July 14, 2016 5:30 pm  
Board Room, Grand County Public Library

In attendance for the July 14, 2016 Grand County Public Library Board meeting held in the Board Room at the Grand County Public Library, were as follows: Rob Magleby, Susan Roche, Ken Ballantyne, Jenna Woodbury, and Jeremy Lynch. Also present were Carrie Valdes, Library Director, and Meghan Flynn, Head of Adult Services (minutes). Kathy McHugh, Dan McNeil, and Brityn Ballard were absent.

Jeremy Lynch called the meeting to order at 5:31 pm.

Approval of the minutes for the May 18, 2016 meeting was discussed. Susan Roche asked if there was an answer to the previous meeting's question regarding board member review of the library's patron incident log. Carrie explained that, as volunteers, the Board may not have access to the patron incident log as-is because it contains private information that identifies specific patrons. This is in accordance with Utah state law. Carrie added that she informs the board of all patron incidents in an anonymous way as part of each board meeting's Director's Report. Rob made a motion to approve the minutes as presented. Jenna seconded the motion and it passed unanimously.

The library bills were passed around for review.

There were no citizens to be heard.

Carrie reviewed the Director's Report that was passed out at the meeting. She discussed library statistics and noted that both e-content and wifi use have significantly increased. Carrie also informed the board that CLEF (Community Library Enhancement Fund) grant monies were used to purchase a new copy machine and two document scanners for patron use. Carrie continued the Director's Report and reviewed HVAC issues that are being addressed, ongoing summer reading programs for all ages, staffing updates, and upcoming events.

The Board moved on to Old Business. The first item on the agenda under Old Business was review and consideration of approval of a revised Grand County Public Library Code of Conduct Policy. Rob Magleby asked if the board would consider editing the policy's reference to weapons. He noted that the policy's current statement on weapons is more restrictive than Utah state law. Ken Ballantyne asked if the County Attorney has reviewed the library's policies. Carrie replied that she has made all of the library's policies available to the County Attorney for review. Discussion followed. Rob Magleby made a motion to approve the policy as presented with a change to item (f) so that it states, "Brandishing, displaying, or exhibiting weapons or any other item in a threatening manner." Ken Ballantyne seconded the motion and it passed unanimously.

The second item on the agenda under Old Business was review and consideration of re-approval of the Grand County Public Library Art Acquisition Policy. No changes were recommended by library staff. Discussion followed. Ken Ballantyne made a motion to approve the Art Acquisition Policy as presented. Susan Roche seconded the motion and it passed unanimously.

The third item on the agenda under Old Business was review and consideration of re-approval of Grand County Public Library Art Exhibit Policy. No changes were recommended by library staff. Discussion followed. Jenna Woodbury made a motion to approve the Art Exhibit Policy as presented. Rob Magleby seconded the motion and it passed unanimously.

The fourth item on the agenda under Old Business was review and consideration of re-approval of the Grand County Public Library Bulletin Board and Display Policy. Carrie and board members noted that the policy has worked well. Discussion followed. Susan Roche made a motion to approve the Bulletin Board and Display Policy as presented. Ken Ballantyne seconded the motion and it passed unanimously.

Jenna Woodbury asked the board to re-visit a question she had about library procedures associated with the Code of Conduct Policy. She asked for clarification on the reason for a difference between the consequences for children and adults after a second violation to the Code of Conduct. The procedure currently states that after a second violation to the Code of Conduct adults may not return to the library for one week and children may not return for two weeks. The board discussed changing the procedure so that both adults and children may not return to the library for two weeks after a second violation. Carrie noted that changes to library procedures do not require official action from the board. Carrie told the board that library staff will change the Code of Conduct procedures so that a second violation results in a two week suspension from the library for both adults and children.

There was no Consent Agenda.

The Board moved on to New Business. The first item on the agenda under New Business was Discussion and Recommendation of a Revised Grand County Public Library Fee Schedule to Grand County Council for Approval. Carrie informed the board that library staff recommended two changes to the current library fees: (1) lower the iPad and Kindle late fee from \$5 per day to \$1 per day, and (2) change the interlibrary loan journal article fee from 10 cents per page to actual printing cost. The tablet lending program has been successfully operating for two years with no loss or significant damage to the tablets. As a result, the \$5 late fee is no longer necessary and \$1 per day will be a more appropriate fee. The suggested change to the interlibrary loan journal article fee is meant to be reflective of the Common Fees for all County Offices, which states that black and white single sided prints are 10 cents and double sided prints are 15 cents.

Carrie informed the Board that the library's new copy machine can produce prints that do not currently have an associated fee within the Common Fees for all County Offices. She told the Board that they were welcome but not required to recommend fees to the County Council for addition to the Common Fees. Discussion followed.

Carrie also informed the Board that she would be happy to answer questions regarding the \$4 interlibrary loan (ILL) item fee as there were questions about the fee at the previous board meeting. She provided a brief history of ILLs for context. The Utah State Library facilitates interlibrary loan transactions between Utah's rural requesting libraries and nation-wide lending libraries. In 2011, the Grand County Public Library had the highest amount of ILL requests in the state by a significant margin. The State Library asked Grand County Public Library to lessen its burden on the system. In a carefully planned response, the Grand County Public Library

increased the fee for ILL items to \$4. The purchasing policy was also adjusted to permit the purchase of a broader spectrum items so that the library would no longer need to ILL a large number of patron requests.

Carrie then explained the discrepancy between ILL requests and ILL revenues. She told the Board that all ILL requests are counted for the purposes of statistics tracking, but the number of ILL requests does not equal the number of ILLs received. The library has an approximately 90% ILL fill rate. There are also several scenarios in which fees are not charged for received ILLs including: work related requests from Grand County employees, renewal requests, library program book club requests, and requests for items that display in the library's catalog, but are missing from the collection.

The Board discussed the recommendation of a Library Fee Schedule to the Grand County Council. They decided not to recommend any printing fees associated with the new capabilities of the library's copy machine. Jenna Woodbury made a motion to recommend the Library Fee Schedule to the Grand County Council as presented. Rob Magleby seconded the motion and it passed unanimously.

The next item on the agenda was Board Member Reports. There were no Board Member Reports.

The Board moved on to Discussion of Future Agenda Items. There were no future agenda items.

A closed session was not needed. Jeremy adjourned the meeting at 6:37 pm.