



LIBRARY BOARD

Wednesday, January 13, 2021, at 6:00 PM
Court Room/Council Chambers (2nd Floor) and Online

BOARD MEMBERS PRESENT:

Meagan Harward, Liberty Mortensen, Shauna Shepherd, Sandy Morrill, Chelsea Rowley, Shea Jackson

OTHERS PRESENT:

Library Director Lyn Oryall, Leisure Services Director John Bradley, Jen Wagner, Utah State Library Division Consultant Rachel Cook

WELCOME

INVOCATION/INSPIRATIONAL THOUGHT:

Invocation was given by Leisure Services Director John Bradley.

MEETING MINUTES:

1. Board Member Shauna Shepherd motioned to approve the minutes from the past meetings and Board Member Sandy Morrill Seconded the motion. The board approved of the minutes held on July 8 and October 21, 2020

PUBLIC FORUM:

No Public Forum

NEW BUSINESS

1. Elect New Vice Chair
Board Member Chelsea Rowley motioned to be the new vice chair and board member Liberty Mortenson seconded the motion. The board was in approval.
2. State Library Board Training
Utah State Library Division Consultant for Santaquin Library, Rachel Cook came to help train the board. She mentioned that if there are any further questions to contact the State Library anytime Monday through Friday. Rachel then pulled up a PowerPoint and said she could send it to Jen and Lynn to help board members who may not have made it to the training. The first thing Rachel wanted each board member to do was introduce themselves. Board Member Meagan Harward started, by introducing her title on the board and how many years she has been on the board, the rest of the members in the meeting followed suit. Rachel then gave an overview of what she would be discussing, which includes the board members roles and responsibilities, relationship with the director, and the heart of librarianship. Rachel explained the boards relationship structure with the library, government, director, and citizens. She emphasized the importance of the library boards connection with the citizens and how that could help the library in general. The next topic of importance was awareness, what awareness means staying up to date on what is going on in your library and in the community. This way you can inform others and know what is going on when you go to your board meetings. Awareness also means staying up to date on what the state requires of the library, such as different training and reports. The next important thing a board member does is

advocate for the library, typically meaning speaking to the community about why you need a library. When advocating for a library, Rachel suggests having two good stories for why the library is important for when questions are brought up. Advocacy can also mean having good relationships with the city council, community, and the library. This way people can feel comfortable going to the board with their questions or concerns. The board discussed different ways they could bring up being on the board to people around them, this led to a discussion about tee-shirts and advocating the library on Orchard Days. The next point was Oversight, this means the board overviews what is impacting the library whether that be laws, fees, funds and more. Board Director Lynn mentioned that many people do not understand how the funding works for libraries and briefly explained how questions often come up about those things. She mentioned that it is important to know incase people come in asking questions about those things. Rachel then explained that the board will sometimes have a closed meeting where they review the director's performance. She also mentioned that the staff is hired on by the director and so if the board sees a problem then the board needs to bring it up to the director. The board also needs to be aware of the libraries policy so that they can review and discuss the policy before it is put into effect. The board will also review the finances for the library and be aware of grants the library has applied for and ones they could apply for. Rachel wanted to discuss ethics with the board, the board needs to have good ethics and handle themselves responsibly and not abuse their position on the board. Rachel expressed the importance of Vision in the library, she mentioned the importance looking at what can be in the long term.

Rachel mentioned the importance of staying engaged as a board member and recommended to do a board self-evaluation at least once a year to stay engaged as a board member. The board members role is to support and advise the director. Rachel then talked about the rights of the library and how the library is not allowed to censor information they do not agree with. They are required to allow people to access what they need to access even if it may feel uncomfortable. Rachel then gave the website so the library can access the training but also mentioned that the director would also know what to do. When Rachel finished Library Director to be, Jen Wagner mentioned that the training is necessary and that they are all grateful for Rachel's training.

3. Valentines' Fundraiser Ideas

Library Director Jen Wagner mentioned that the Library would love to still do a valentine's fundraiser and mentioned that she would like the board to think of ideas and she would also propose her ideas as well. The funds from the fundraisers would help with the summer reading program and gave examples of what the funds would be used for. Megan asked if the group is still okay to do the BYU brownie fundraiser, one of the Board members mentioned that the brownies may not work due to COVID-19. One of the recommendations to replace the brownies was to deliver flowers this year. Library Director Jen made sure to mention that if the board did not feel comfortable delivering the gift due to COVID they could have it be pick up. Board Member Maegan asked if it would be possible to send out a survey to see if people would rather pick it up or have it delivered. The board discussed that they would still like to deliver and potentially just leave the gifts on the porch. They also mentioned still doing some fruit by the foot for the elementary students. Library Director Jen said that she can contact the florist and Board Member Maegan said that they would probably need to let the florist know soon so they can get the orders in. Community Services Director John Bradley mentioned a few marketing ideas so they can get the information out to the public. Library Director Jen said that they also will be sending a flyer to all the schools, as another way to reach the public.

4. 2020 Year-end Summary

Library Board Director mentioned that the funds are discussed fiscally and that they would discuss that in a few months. Library Board Director Jen also mentioned that the Library was able to stay open throughout this last year and made different changes so that the Library could stay open during this last year. The book clubs did amaze this year and had an increase in people joining the different book clubs. Library Board Director Jen also mentioned that the

library would be hiring two new people and asked the board to let people know about those openings. Library Board Director Jen mentioned that in spring the Library is hoping to reopen the children's story time. She also mentioned that financially they are doing good and brought up a grant that came from COVID-19. Jen mentioned that she is looking into different grants and that the library is also saving money for different amenities. Board member Maegan asked Community Services Director John Bradley about what the process would be to get a stand for Orchard Days and Community Services Director John mentioned that in the next meeting to bring it up again.

BOARD MEMBERS UPDATES, QUESTIONS, RECOMMENDATIONS

Board Member Meagan wanted to welcome Shea to the board. She also wanted to make the board aware that Lynn is retiring soon, Lynn expressed her gratitude for the library and for the library board. Leisure Services Director John Bradley invited the board to Lynn's retirement party. The board also wanted to thank Board Member Shauna for standing out in the snow for the audiobook event that took place in December. Leisure Services John Bradley mentioned that the event could happen again, but maybe in the summer when the weather is better. He also gave different ideas for the Library to help get families involved with the library. The board mentioned that the audiobook event would have had a better turnout if the weather was a little better. The board also thought it may be a good idea to do an event online that way weather and COVID would not be an issue. The board then asked about how often they would like to meet. Library Board Director mentioned that the monthly meetings tend to do better because the board was more in the loop. Lynn said that if they could go back to that it would be the best, for now though they will be keeping the quarterly meetings. They also mentioned that it might be a good idea to do a meeting quarterly at the city offices with monthly meetings on zoom.

NEXT MEETING: April 14, 2021 at 6:00 PM

ADJOURNMENT

Board Member Chelsea Rowley made a motion to adjourn and Board member Meagan Harward seconded the motion. All agreed, Meeting adjourned at 7:24 PM

Board Chair

Recorder