

LIBRARY BOARD MINUTES

Library Board Meeting Minutes Thursday, February 13, 2025

The Davis County Library Board met for their regularly scheduled meeting at 1:00 PM on February 13, 2025, at the Library Headquarters Staff Conference Room.

PRESENT

Board Chair: Sara Reed
Board Member: Ryan Nilsen
Board Member: Rosalie Taylor
Board Member: Commissioner Kamalu
Board Member: Justin Wright
Josh Johnson: Director

GUESTS

Lynnette Mills: Deputy Director
Matt Goff: Deputy Director
Ellen Peterson: Deputy Director
Jenny Tankersley: Library
Lane Rose: Facilities Director
Avery: Bountiful City

WELCOME

1. **2025-230. Welcome new Library Board member Justin Wright** - *presented by Josh Johnson, Director*

Josh Johnson called the meeting to order at 1:06 PM.

Justin Wright introduced himself to the Board. The Board welcomed Justin as their newest member.

PUBLIC COMMENTS

Sara Reed arrived.

There were no public comments.

ACTION ITEMS

2. **2025-240. Approval of Minutes from January 9th, 2025** - *presented by Josh Johnson, Director*

The minutes from January 9th, 2025 were presented for review. Justin Wright asked if the corrections to the November 14th, 2024 minutes were made prior to posting. The corrections were made.

Commissioner Kamalu moved to approve the January 9th, 2025. Ryan Nilsen seconded the motion. The motion was unanimously carried.

3. **2025-239. Ratification of Expenditures - December 2024** - *presented by Josh Johnson, Director*

The December 2024 expenditures were presented for review. Josh told the Board that the 2024 numbers will be finalized by the county Controller mid-year as tax revenue is still being collected.

Rosalie Taylor asked if the Library has found a place in the budget to add Playaways. Ellen answered that yes, Playaways and Wonderbooks both have been added to the budget and will begin to be purchased in March for the Children's collection. Josh thanked members of the community for their advocacy for these formats to be added to the collection.

Rosalie Taylor moved to ratify the December 2024 expenditures. Commissioner Kamalu seconded the motion. The motion was unanimously carried.

4. **2025-213. Ratification of Donations over \$50.00 to the Davis County Library** - *presented by Josh Johnson, Director*

Josh presented the Donations over \$50.00 for October - December of 2024. He explained that donated items are assigned an amount based on what the library sells like items for in book sale.
Justin Wright moved to ratify the Donations over \$50.00. Rosalie Taylor seconded the motion. The motion was unanimously carried.

5. **2025-215. Ratification of Low Dollar Contracts signed by the Library Director - presented by Josh Johnson, Director**

Josh presented the Low Dollar Contracts to the Board. He explained that these are contracts that under \$5,000.00 that the Director signs and are later ratified by the Commission. There were no questions on the Low Dollar Contracts.
Ryan Nilsen moved to ratify the Low Dollar Contracts. Commissioner Kamalu seconded the motion. The motion was unanimously carried.

6. **2025-231. Ratification of Renewal Agreement with Data Axle for Reference Solutions - presented by Josh Johnson, Director**

Ellen shared with the Board that Data Axle is a database the library has had for quite some time. It is particularly popular with small businesses. Data Axle provides information about companies throughout the US and Canada, local demographics, and white pages. She noted that it has not gone up in price for years and the library is thankful for that.
Commissioner Kamalu moved to ratify the Renewal Agreement with Data Axle. Rosalie Taylor seconded the motion. The motion was unanimously carried.

7. **2025-244. Ratification of an Agreement with the Utah State Library for the Community Library Enhancement Funds (CLEF) Grant - presented by Ellen Peterson, Deputy Director**

Financial Information	Terms
• Type: Receivable • Amount:\$31,520.00	• Beginning Date: 07/01/2024 • Ending Date: 06/30/20250

Ellen told the Board that the CLEF grant is an annual grant from the Utah State Library. There are specific areas this grant can be used for, one of which is digital content. For the last few years the library has used these funds for digital items to help with the high demand in this area and will do so again this year.
Commissioner Kamalu moved to ratify the agreement with the Utah State Library for the CLEF Grant. Rosalie Taylor seconded the motion. The motion was unanimously carried.

INFORMATION & DISCUSSION ITEMS

8. **2025-241. Quarterly Facilities Update - presented by Lane Rose, Director**

Facilities Director Lane Rose explained the Facilities allocation and how it works. He then updated the Board on upcoming 2025 projects including parking lot maintenance at the Layton, Centerville, and Kaysville branches, some millwork and outdated lighting will be replaced at the Layton branch, the progress on the façade at Headquarters, and told the Board the rest of Kaysville's carpet will be replaced in 2025. Lane shared with the Board that the xeriscaping at Syracuse branch has been completed. The funds for this came from the Centerville HVAC project that came in under budget. Lane also shared that Facilities has been working with Syracuse City and Public Works to have an island removed in the Syracuse branch parking lot. This will allow for two more parking stalls and will save an estimated 207,000 gallons of water annually. The Board thanked Lane for the update.
Lane Rose left the meeting.

9. **2025-268. Weber County Library Reciprocal Borrowing Agreement** - *presented by Josh Johnson, Director*

Josh reminded the Board that Davis County Library has a long-standing reciprocal borrowing agreement with Weber County which allows Davis County residents to get a Weber County Library card and vice versa. The annual agreement letters were sent out recently. Rosalie Taylor asked if patrons use their Davis County Library cards at Weber County. Josh explained that they would need to get a Weber County card.

10. **2025-270. South End Construction Update** - *presented by Josh Johnson, Director*

Lynnette Mills updated the Board on the Bountiful branch construction. The architects are beginning to program and have asked the library team to think about public service desks and changes they may like to see. They are also researching drive through windows for the library. The library wants to make sure the previous building on the proposed lot was demolished correctly so the Facilities department is getting quotes for core samples to be done.

Justin Wright asked if there was asbestos remediation included. Josh said that there is most likely asbestos and that will need to be addressed.

Lynnette told the Board that the property line does not follow the road so that will have to be addressed when negotiations happen with the city.

TRAINING

11. **2025-242. Civic Plus Training for Board Members** - *presented by Josh Johnson, Director*

Board members were given a quick overview of the Board Portal in the new agenda software that the county is utilizing.

ADJOURNMENT

Justin Wright moved to adjourn. Commission Kamalu seconded the motion. The motion was unanimously carried.

The Board adjourned at 1:58 PM.

Minutes prepared by Jenny Tankersley