

LIBRARY BOARD MINUTES

Library Board Meeting Minutes Thursday, April 10, 2025

The Davis County Library Board met for their regularly scheduled meeting at 1:00 PM on April 10, 2025, at the Library Headquarters Staff Conference Room.

PRESENT

Sara Reed, Chair
Sam Macias, Vice Chair
Commissioner Lorene Kamalu
Justin Wright
Rosalie Taylor
Ryan Nilsen
Josh Johnson, Library Director

GUESTS

Lynnette Mills, Deputy Director
Matt Goff, Deputy Director
Ellen Peterson, Deputy Director
Jenny Tankersley, Library
Avery, Bountiful City

WELCOME

1. **#2025-414. Recognition of Jennifer Somers's service on the Davis County Library Board** - *presented by Joshua Johnson, Director*

Sara Reed called the meeting to order at 1:05 pm.

The item of Jennifer Somers's recognition of service was tabled until the May 2025 meeting.

PUBLIC COMMENTS

There were no public comments.

ACTION ITEMS

2. **#2025-413. Approval of Minutes from March 13th, 2025** - *presented by Joshua Johnson, Director*

There were no questions about the minutes.

Rosalie Taylor moved to approve the minutes from March 13th, 2025. Justin Wright seconded the motion. The motion was unanimously carried.

3. **#2025-428. Ratification of Expenditures - February 2025** - *presented by Joshua Johnson, Director*

There were no questions on the February 2025 expenditures.

Ryan Nilsen moved to ratify the February 2025 expenditures. Rosalie Taylor seconded the motion. The motion was unanimously carried.

4. **#2025-363. Ratification of a Renewal Agreement with Patron Point, Inc. for Patron Point Software & Service** - *presented by Ellen Peterson, Deputy Director*

Financial Information:

- Type: Payable
- Amount: \$17,854.00

Terms:

- Beginning Date: 04/01/2025
- Ending Date: 03/31/2026

Ellen Peterson explained that Patron Point is used for mass patron emails including Highlights, programming information, and emergency notifications. Rosalie Taylor asked if this was a renewal contract. Ellen replied that it was. Ryan Nilsen asked where the library gets the emails used in the service. Ellen replied that the emails come from patron registrations. Commissioner Kamalu clarified that the county does not share email accounts with other departments; Rosalie Taylor asked about the contract process. Ellen told the Board that both the vendor and the county legal teams review each contract before they are signed.

Rosalie Taylor moved to ratify the renewal agreement with Patron Point, Inc.,. Samuel Macias seconded the motion. The motion was unanimously carried.

5. #2025-458. Approval of Suggested Policy Updates

Remove Fees for lost/damaged cards: 110, 120

Include all Branch Managers in Administrative Review Committee: 510

- presented by Joshua Johnson, Director

Josh explained the proposed policy updates. Policies 110 & 120 remove fees for damaged parts and would match the county ordinance. Policy 150 changed only one word in the assignments for the Administrative Review Committee to include all branch managers on the committee.

Justin Wright moved to approve the suggested policy updates. Rosalie Taylor seconded the motion. The motion was unanimously carried.

6. #2025-354. Approval of Annual Assignments to Administrative Review & Appeals Committees

- presented by Joshua Johnson, Director

Josh went over the proposed Assignments and Administrative Review and Appeals Committees to the Board. He gave an overview of the Request for Reconsideration and review process.

Commissioner Kamalu moved to approve the annual assignments to the Administrative Review & Appeals Committees. Samuel Macias seconded the motion. The motion was unanimously carried.

INFORMATION & DISCUSSION ITEMS

7. #2025-441. Update on the Distrubution of Covid tests by the Library - presented by Joshua Johnson, Director

Josh told the board that the State notified us that it is no longer supplying free Covid test to the public. Since November of 2022 the library has distributed 63,472 tests.

8. #2025-456. Review of Library Internet Policies #400 & #410 - presented by Joshua Johnson, Director

Josh let the Board know that is was time to review the Library's Access to the Internet and Electronic Information and Internet Safety for Minors policies. Certification of this review is required for the Library to receive eRate funding through UEN.

Rosalie Taylor asked how do staff verify the age of a patron. Josh said there are challenges, but mainly if a person is looking and behaving like a child, then they are treated as a child. Sara Reed asked how staff are trained to deal with these uncomfortable situations. Josh explained that staff has been told that while being friendly to patrons is required, friendship is not. They are trained to hand a pre-printed note from the director explaining to the patron that what they are looking at is not appropriate for the space. The guidelines and training are very clear and Josh said he is pleased with how the staff handle these difficult situations.

ADJOURNMENT

The Board adjourned at 2:03 pm.

