LIBRARY BOARD MINUTES

Library Board Meeting Minutes
Thursday, May 8, 2025

The Davis County Library Board met for their regularly scheduled meeting at 1:00 PM on May 8, 2025, at the Library Headquarters Staff Conference Room.

PRESENT

Sara Reed, Chair
Commissioner Lorene Kamalu
Jessica Groves
Justin Wright
Rosalie Taylor
Ryan Nilsen
Josh Johnson, Library Director

GUESTS

Lynnette Mills, Deputy Director
Matt Goff, Deputy Director
Ellen Peterson, Deputy Director
Carolyn Myers, Library
Jenny Tankersley, Library
Trent Smith, Modern Out West

WELCOME

1. **#2025-523. Welcome New Board Member Jessica Groves** - *presented by Joshua Johnson, Director, Library*

Sara Reed called the meeting to order at 1:04 pm.
Josh Johnson introduced Jessica Groves as the newest Board member. The Board welcomed her.

PUBLIC COMMENTS

There were no public comments.

INFORMATION & DISCUSSION ITEMS

2. **#2025-471. South End Construction Update** - *presented by Trent Smith, Modern Out West*

Josh Johnson introduced Trent Smith, the lead architect of Modern Out West, to the Board. Trent Smith updated the Board on the Bountiful construction. He explained that his team has been working with the Library to find out what is needed. They have been researching day-to-day processes, including holds, pick-ups, and deliveries. They have been working with Malayna Paskett, Collection Manager, and Carolyn Myers, Bountiful Branch Manager, on ways to reduce the stack count by 10%. He also explained the surveys and geo-technical tests being done on the proposed site. Josh mentioned that the team is looking at the pros and cons of having a drive-through. Trent Smith told the Board that his team has been researching libraries all over the country to discover what option for patrons works and what doesn't.
The Board thanked Trent Smith for coming. Trent Smith left the meeting.

3. **#2025-470. Discussion of Library Internet Policies 400 & 410** - *presented by Joshua Johnson, Director*

Josh reminded the Board that these policies need to be approved at the June meeting. He opened the floor for discussion. Justin Wright mentioned a few simple edits in Policy 400. Sara Reed asked if there were any recent laws that the Board needed to be aware of concerning the policy. Josh told her that there weren't any that he was aware of, but the final step would be to have the legal team review any proposed changes to the policy. Justin Wright noticed that the library policies have a lot of gendered language and asked if the Board felt it would be better to change all instances of he/she to they/their or 'the patron'. Sara Reed mentioned that APA 7th edition has moved away from gendered language. The Board agreed that non-gendered language would be more in line with professional technical writing. Josh told the Board that he could make those grammatical changes in the Policy for the Board to approve.

ACTION ITEMS

4. **#2025-500. Approval of Minutes - April 10, 2025** - *presented by Joshua Johnson, Director, Library*

There were no questions about the minutes.
Justin Wright moved to approve the Minutes from April 10, 2025. Ryan Nilsen seconded the motion.The motion was unanimously carried.

5. **#2025-509. Ratification of Expenditures - March 2025** - *presented by Joshua Johnson, Director, Library*

Josh presented the March 2025 expenditures to the Board. Ryan Nilsen said he noticed that the payroll line is under budget for the first quarter. Josh explained that the Library builds in attrition savings by budgeting part-timers for 19 hours per week, but scheduling them for 18. He said there are also a few empty clerk positions in the system as the Library works on right-sizing its staffing. Josh also shared with the Board that the Library had one part-time merit position that became a full-time position in April by eliminating two empty clerk positions. The Budget Committee approved the change because it lowered the Library's FTE's and payroll budgets.
Rosalie Taylor moved to ratify the March 2025 expenditures. Justin Wright seconded the motion. The motion was unanimously carried.

6. **#2025-498. Ratification of Donations over $50.00 to the Davis County Library** - *presented by Joshua Johnson, Director, Library*

Josh presented the first quarter Donations over $50.00 in the amount of $1,034.75 to the Board.
Ryan Nilsen ratify the Donations over $50.00. Rosalie Taylor seconded the motion. The motion was unanimously carried.

7. **#2025-499. Ratification of Low Dollar Contracts signed by the Library Director** - *presented by Joshua Johnson, Director*

Financial Information:

- Type: Payable
- Amount: $905.00

Terms:

- Beginning Date: 1/1/2025
- Ending Date:12/31/2025

Josh presented the Low Dollar Contracts to the Board for $905.00. The Board discussed the various programs. available to the public.
Commissioner Kamalu moved to ratify the Low Dollar Contracts signed by the Libray Director. Jessica Groves seconded the motion. The motion was unanimously carried.

8. **#2025-508. Election of Vice-Chair/Chair elect** - *presented by Joshua Johnson, Director, Library*

Josh explained that every year the Board selects a Vice Chair/Chair Elect. Rosalie Taylor nominated Ryan Nilsen to serve as Vice Chair/Chair elect. Ryan Nilsen accepted the nomination.
Rosalie Taylor moved to approve Ryan Nilsen as Vice Chair/Chair elect. Justin Wright seconded the motion. The motion was unanimously carried.

ADJOURNMENT

The Board adjourned at 2:01 PM.