Bloomfield Public Library

Library Board of Trustees Meeting

Meeting Minutes

November 14, 2023

Present Absent

Roger Wuthrich

Lindsey Garmon Shannon Vesely

Marilyn Piper

Rhonda Eakins

Sheila Westegard

Amy Tyson

Russ Mikels

Marty Hudson

Anne Tews, Library Director

Margaret Nuttall - Library Employee

Robert VonBon, Library Employee

The meeting was called to order at 5:15

* **Public Comments**
  + Amelia Marrow spoke in appreciation of different programs the library puts on and the library overall.
  + Andres Sanchez commented on how the library is a safe and welcoming place to be.
  + Whitney Danos showed the board the box that will be placed outside for kind things. She will get a sticker on the front for our “Davis County Kind” box for the public to know what it is.
  + Kimber spoke about appreciation of our library staff.
  + Margaret shared a comment from a patron who was in the library and shared his appreciation for the library’s buildings and grounds and the upkeep of the landscaping.
* **Approve Consent Agenda**
  + It was moved by Marilyn and seconded by Russ to approve the consent agenda. It passed unanimously.
  + It was moved by Russ and seconded by Roger to approve the October minutes. It passed unanimously.
  + It was moved by Marilyn and seconded by Rhonda to approve the claims as presented. It passed unanimously.
* **Unfinished Business**
  + Marilyn’s update on wording for the public comments parameters
    - It was moved by Rhonda and seconded by Amy to approve the following policy concerning public comments. The motion passed unanimously.
      * “The agenda for Bloomfield Public Library meetings is made public 24 hours prior to the meeting. Those wishing to address the board will sign in with name and address, stand, give their name, and limit their remarks to three minutes. The library board reserves the right to limit the total public comments period. This will be at the discretion of the presiding officer.”
* **New Business**
  + 2024 Holiday Schedule Approval (see director’s report)
    - Anne is proposing the following 2024 holidays that the library be closed:

**New Year’s Day - January 1**

**President’s Day - February 19**

**Good Friday - March 29**

**Memorial Day - May 27**

**Independence Day - July 4**

**County Fair - July 18-20**

**Labor Day - September 2**

**Veterans’ Day - November 11**

**Thanksgiving - November 28-29**

**Christmas - December 25-26 and close early on December 24**

**1 floating holiday of staff choice**

* + - A motion was made by Roger and seconded by Lindsey to accept the holiday schedule.The motion passed unanimously.
  + What do you want done with the Macs since we have the new?
    - A motion was made by Roger and seconded by Rhonda to sell the Macs to Robert for $1. The motion passed unanimously.
  + Update on help from the city for replacing the chimney cap
    - Roger is going to talk to the city about finding a big enough boom
  + Discuss alternatives regarding heating/cooling levels and schedule (instructions are located)
    - Russ is going to get with Anne and/or Robert to read the manual and create instructions for programming/setting the temperature.
  + Shortened hours discussion and vote
    - A motion was made by Russ and seconded by Amy to approve the following shortened hours beginning January 2024. It passed unanimously.

**Monday 10-5**

**Tuesday 10-6**

**Wednesday 10-5**

**Thursday 10-6**

**Friday 10-5**

**Saturday 10-1**

**Monday - Friday = 37 hours**

**Staff will continue to eat lunch at their desks**

**Anne - 40 hours/week**

**Margaret - 40 hours/week**

**Deb - 6 hours/week**

**Heather - 6 hours/week**

**Robert - 10 hours/week**

**TOTAL HOURS = 102 hours**

Margaret and Anne to take turns on Saturdays, possibly with Deb and Heather

* + Billing issue with Otis
    - Anne spoke with a manager who agreed to cancel the contract, but only if the library pays the remaining balance. A motion was made by Russ and seconded by Lindsey to pay the balance out of the T&A account. It passed unanimously.

**Reports:**

* Budget/Finance
  + None
* Building & Grounds
  + None
* Nominating
  + None
* Personnel
  + None
* Policy
  + None
* Public Relations
  + None
* Technology
  + None.

A motion was made by Rhonda and seconded by Marilyn to adjourn. It passed unanimously. The meeting ended at 6:31 PM.

Respectfully submitted,

Lindsey Garmon