



**NOTICE OF A SPECIAL
LIBRARY BOARD SESSION
September 17, 2024, at 6:00 PM**

PUBLIC NOTICE is hereby given that the Vineyard Library Board will hold a special Library Board session on Tuesday, September 17, 2024, at 6:00 PM, in the teen room at City Hall, 125 South Main Street, Vineyard, UT.

AGENDA

Presiding Chair: Julie Gray

1. CALL TO ORDER/INVOCATION/INSPIRATIONAL THOUGHT/PLEDGE OF ALLEGIANCE

Thank you to Pilar Steele and Abby Dunn for their dedicated service to the Vineyard Library Board.

2. TRAINING

2.1. OPMA/Roberts Rule Training

Pam Spencer, city recorder will train the library board members on OPMA/Roberts Rule

3. STAFF REPORTS

3.1. Library Report (Valerie Popadich & Jenna Ahern)

4. CHAIR AND BOARD MEMBER' REPORTS/DISCLOSURES/RECUSALS

5. CONSENT ITEMS

5.1. Approval of (August 20, 2024) Library Board Minutes

5.2. Approval of (June 18, 2024) Library Board Minutes

6. BUSINESS ITEMS

6.1. Discussion - Agenda Preparation and Approval Process Prior to Public Release

Valerie Popadich will discuss the the process of creating, approving and noticing the agenda

6.2. Discussion and Action - Library Board Vision

Julie Tanner, Chair of the presentation committee to present changes and updates for the board to review before presenting to the Vineyard City Council. The chair and the board will act to adopt (or deny) the plan

6.3. Action - Library Board Officer Election

Library board members will elect a secretary.

7. REVIEW OF UPCOMING EVENTS AND ASSIGNMENTS

8. ADJOURNMENT

The next meeting is on October 22, 2024

This meeting may be held in a way that will allow a board member to participate electronically.

The public is invited to participate in all public meetings. In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Valerie Popadich at least 24 hours prior to the meeting by calling (385) 432-7313 or emailing her at valeriep@vineyardutah.org.

The foregoing notice and agenda was posted at Vineyard City Hall, on the Vineyard City and Utah Public Notice websites, and delivered electronically to staff and to each member of the Governing Body.

AGENDA NOTICING COMPLETED ON:	September 11, 2024
CERTIFIED (NOTICED) BY:	<u>/s/Valerie Popadich</u> Valerie Popadich, Library Assistant

**Vineyard Library Board Meeting
Tuesday, August 20, 2024, 6:00pm
125 S Main Street, Vineyard, UT**

Board Members in attendance:

Julie Gray, chair
Julie Ann Tanner, vice-chair
Abby Bunn, secretary
Christine Jeffs
MaryAnne Geddes
Amber Rasmussen, city council member (via audio)

Other attendees:

Valerie Popadich, library specialist
Jenna Ahern, city communications manager
Julie Fullmer, city mayor
Diana Steele, board member nominee

1. CALL TO ORDER

[0:00:5] The meeting was called to order at 6:02pm by chair Julie Gray.

2. STAFF REPORTS

[0:01:06] Valerie Popadich gave a report on summer library clubs, upcoming fall storytime plans, and after school clubs. (See attached report.)

3. BOARD MEMBER REPORTS

[0:11:40] Abby Bunn presented concerns about receiving accurate agendas before meetings, the role and purpose of meeting minutes, conflicts between state and local laws regarding the library board, the need for decisions to receive board approval, and the steps involved in creating a job description for and appointing a library director.

[0:26:42] Diana Steele was introduced. She has been nominated (confirmation pending) as a replacement for Pilar Steele, who has given her resignation from the library board.

4. CONSENT ITEMS

5. BUSINESS ITEMS

[0:28:21] Christine Jeffs reported on the progress of the Friends of the Library. The first meeting has been held, and she is looking into tax forms, compliance with local laws, and setting up a bank account.

[0:32:12] Abby Bunn led a preliminary discussion on the library board's collaborative vision for the next 12 months. Topics discussed included a mission statement, vision statement, the transition from community library to certified library, and embracing and curating our identity as a small children's library with community roots. No decisions were reached. Julie Ann Tanner will assist in preparing a presentation to be given to the City Council at their meeting on November 13, 2024. Mayor Fullmer will make sure it gets on the agenda.

6. UPCOMING EVENTS

[1:10:17] There will be three (3) more library board meetings this year: Tuesday, September 17; Tuesday, October 22; and Tuesday, November 19. All will be held at 6:00pm.

[1:17:00] The board will receive training from the State Library representative in January 2025.

7. ADJOURNMENT

[1:20:00] The meeting was adjourned at 7:23pm.

Submitted by Abby Bunn, secretary

Vineyard Library Board Meeting
Tuesday, June 18, 2024, 6:00pm
125 S Main Street, Vineyard, UT

Board Members in attendance:

Julie Gray, chair
Christine Jeffs, board member
MaryAnne Geddes, board member

Other attendees:

Valerie Popadich, library specialist
Julie Fullmer, city mayor
Amber Rasmussen, city councilwoman

1. CALL TO ORDER

[00:00] Chair Julie Gray called the meeting to order at 6:06pm.

2. CONSENT ITEMS

[02:06] Maryanne Geddes moved to approve the minutes of the Library Board Meeting held on May 21, 2024. Christine Jeffs seconded the motion, and the motion carried at 6:14pm.

3. BUSINESS ITEMS

[02:07] 6:15 pm Mayor Fullmer started her discussion of roles and responsibilities. Mayor Fullmer states an organizational chart will be created; Mayor Fullmer delegated this task to councilwoman Amber Rasmussen. Mayor Fullmer clarified roles in the library. Valerie Popadich fulfills the role of library director.

The board and Mayor Fullmer looked at the Municipal Code, Municipal Code states the library board is an advisory board. Municipal board 13.16.090 is under the city umbrella code and needs to be updated. Councilwoman Amber will see to this. Mayor Fullmer stated she has the last say in all matters regarding the library. The board is appointed by Mayor Fullmer.

Valerie Popadich stated it would be helpful to have the board members present in library interviews. She stated the library is not in a place to hire right now but when that time comes, the board will be included. Mayor Fullmer stated we can create two panels which is customary practice in Vineyard's city council. The board can help decide big appointments.

Mayor Fullmer mentioned the ICMH training for board members. Valerie's roles include researching, keeping Jenna (communications manager), Eric (City Manager) informed.

Mayor Fullmer noted that the library board's law must conform with the vineyard's law.

[24:00] 6:39 PM Mayor said we will be switching the volunteer coordinator.

The library's scope and code will be based on CTC, BAC and ARCH. We will see if the library has a scope.

Julie Gray will send councilwoman Amber the scope for councilwoman Amber to check if the scope complies.

Valerie Popadich will be sending the city's conflict of interest form to councilwoman Amber.

4. REVIEW OF UPCOMING EVENTS AND ASSIGNMENTS

[41:00] 6:56 PM Library board member Abby, not present to do her presentation on what will be presented to the board. Julie Gray spoke on what she what should be included in the presentation. She would like to introduce the board members. Speak on why a library is important and each board member's vision.

7:05 PM Councilwoman Amber spoke on what she would like to see at the library. Re doing the Tiny Art, coding classes, and trying the book club again. Valerie did try starting a book club, but it was for 12–16-year-olds. No one signed up for the club. She will try again with a different genre, board members can help spread the word.

5. ADJOURNMENT

[1:15:00] The meeting was adjourned at 7:13pm. Next meeting is Tuesday, August 13, 2024 at 7:00pm.

Submitted by Valerie Popadich, city staff