



VINEYARD
STAY CONNECTED

**NOTICE OF A SPECIAL
LIBRARY BOARD SESSION
October 22, 2024, at 6:00 PM**

PUBLIC NOTICE is hereby given that the Vineyard Library Board will hold a special Library Board meeting on Tuesday, October 22, 2024, at 6:00 PM, in the conference 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

2. CONSENT ITEMS

2.1. Approval of September 20, 2024 Library Board Meeting Minutes

3. BUSINESS ITEMS

4. REVIEW OF UPCOMING EVENTS AND ASSIGNMENTS

5. STAFF, COMMISSION, AND COMMITTEE REPORTS

6. WORK SESSION

6.1. Discussion and Action-Library Board Vision Presentation

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.

7. ADJOURNMENT

The next meeting is on November 19, 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

Vineyard Library Board Meeting
Tuesday, September 17, 2024, 6:00pm
125 S Main Street, Vineyard, UT

Board Members in attendance:

Julie Gray, chair
Christine Jeffs, board member
MaryAnne Geddes, board member
Julie Ann Tanner, vice-chair
Diana Steele, board member
Amber Rasmussen, City Councilwoman

Other attendees:

Valerie Popadich, Library Specialist
Pam Spencer, City Recorder
Jenna Ahern, Communications Manager

1. CALL TO ORDER

[00:00] Chair Julie Gray called the meeting to order at 6:02pm.

6:03 pm There was clarification on the exo-official member of the board. The exo-official member is whoever the mayor designates. The exo-official of the board would be Valerie Popadich, and or any other city staff, for example Jenna Ahern. Councilwoman Amber is a member of the board and has full voting rights. This is according to Pam Spencer, city recorder and according to Vineyard City Municipal Code.

6:04 pm Chair Julie Gray and the library board give thanks to Pilar Steele and Abby Bunn for their service on the Vineyard Library Board. At 6:05 PM members added their addresses to the contact list.

[03:25] 6:06 PM OPMA training with Pam Spencer.

2. TRAINING

[03:25] 6:06 PM OPMA training with Pam Spencer. The library board is a public body as listed in the Municipal Code. We discussed if the library board will ever need to go into a closed session. As of right now, there is no reason for the library board to go into a closed session. This might change in the future possibly, with changes to the code, as the library board appoints a library director. Noticing needs to be completed 24 hours prior to a meeting. Agendas are due at 6 pm the day prior to the meeting. This is the official deadline. Julie Gray asked Pam to clarify the process of getting the agenda noticed. The board chair decides what is on the agenda. The board members can add to the agenda. This might be specific wording that the library board will want to add to the

code and to their bylaws. That process is as follows: The board would vote during their meeting if they wanted something added, if 2 or more board members vote for something to be on the agenda, then it would need to be added to the next agenda. However, as chair, Julie Gray does not need a vote to have something added. It must be added as an agenda item. The item must have specificity. Then the agenda is sent to a city staff, where they format it using the city's agenda software. Now sometimes the agenda must go through multiple approvals before it is sent to the board members. As we stated before the agenda will always be posted and noticed 24 hours before the meeting. The agenda is then noticed on our website, our bulletin board at city staff, the utah.gov website, then it is sent to all the board members.

[11:40] Pam reminded the board members they can go to the board portal. Not only is this portal useful and efficient but it also helps prevent a quorum. Which is illegal and a Class B misdemeanor. Do not Reply All when emailing other board members. Instead make sure to put the board members in a blind copy (BCC). We absolutely cannot use a group text with all the board members.

The Friends is not a public entity therefore this law does not apply to the friends. Also, the friends can have a few board members on the Friends of the library. He did not specify how many board members. Pam suggestion was having 2 members. Pam also talked about having city staff on the friends. Jaime the city attorney said it was fine. Due to the fiscal aspect of the friends. However, Valerie mentioned that the friends will be releasing their application to the residents of vineyard, the structure they have now is meant to be temporary. Then they can revisit that topic as it depends on how many people apply, how many board members and city staff will be on it.

[18:00] 6:20 PM Julie Ann Tanner is the Vice Chair and an alternate. This was determined by the order in which Mayor Fullmer read the appointed names. There is no issue with Julie Ann Tanner being Vice President as she would only step in when Julie Gray is not present. Diana Steele is also an alternate since she is moving into Pilar's position. Julie Ann might want to move into Abby's position, thus being a full voting member. Chair Julie Gray would need to talk to Mayor Fullmer about this change to have it cemented. If Julie Ann moves up, she would have her own term. Whoever is appointed who wants to stay would be appointed for a 4-year term. Abby's old position would be different.

6:24 PM Alternate members can still vote if there are not enough board members present.

[22:40] The library board will be meeting in November. Since there is only one council meeting in November and December the board needs to make its decision in the November meeting. The council meeting will be on November 19. The board might possibly need to move their meeting up.

[24:50] Our calendar needs to be decided in November. When the board will meet in 2025.

[25:00] A quorum is 3 board members. You need 3 members to pass a vote. The chair calls for a motion. The chair can make any motion, you need a second for the motion to pass. If there is not a second, then the motion dies. We would do a rollcall vote for bylaws.

Whoever does the minutes who would put who votes on the motion. Things that are important enough for a vote: money, bylaws. The board needs 3 votes out of 5.

[27:52] We are the only board in Vineyard that are all women!

[31:50] Recordings have a 3-year retention. Minutes are permanent. Minutes need to be available within 3 days or a reasonable amount of time. Do not delete anything unless the board knows that the city has a copy. If we need to have electronic meetings, the board can use Zoom. The board will need to turn comments off. We do not need to live stream now.

[36:05] If you go to a party, and there is a quorum there do not worry however the board cannot have a group chat. Welcome and adjournment times need to be in the written minutes. You allow each member to discuss an item, you cannot restrict a board member from discussing an item, although you can limit how many times they comment.

6:41 PM Valerie will send the OPMA training to the board members. Starting in January all board members need to fill out the conflict-of-interest forms. The board members do not need to vote on the code changes. The code changes will bring the library board in alignment with the state code.

3. STAFF REPORTS

7:03 PM Valerie Popadich went through the staff reports. The library started 3 different after-school clubs. Coding Club, Science Club, Teen Game Club. Books were ordered for Toddler storytime Fall block. Toddler storytime will take off again in December to plan for the Winter Block. Valerie Popadich told the board members to email her if they have ideas for toddler storytime. Boo-a-palooza is October 21st 5:30 pm – 7:30 pm. If the board members have any ideas on a theme or decorations, please alert Valerie Popadich. The teen room got a file cabinet, which freed up a lot of space. Regarding the collection Mary Anne will be coming in to weed the collection. The battle of the books has been ordered. David Pearce a prominent Vineyard resident invited and then took the library to the Provo Book Sale and paid for all the books selected. The library is doing a communications project with BYU. It is an internship program. They will be improving the library's social media and its online presence. While the library has grown its audience in the last 2 years, there are still improvements to be made. If the board would like to meet the interns, please let Jenna or I know.

[52:00] To pass certification the Vineyard Children's library needs to have 11 weeknight/weekend hours weekly. Jenna and Valerie are looking into the best way possible to achieve this. We do not know if volunteering is the best way to achieve this since we need to have consistent hours. Jenna and Valerie are researching this more and will update the board when ready.

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

[59:00] Amber will make sure the org chart gets finished. Christine discussed the Friends business; the friends need to have the projected budgets completed before they can officially submit their 501c3 application.

5. CONSENT ITEMS

7:10 PM Approval of minutes. Chair Julie suggested approving the minutes in one motion. Maryanne Geddes motioned to approve the minutes. Christine Jeffs seconded the motion.

6. BUSINESS ITEMS

Item #1 was not discussed since it was covered in the OPMA training given by Pam Spencer.

7:12 PM Item #2 Library's board Vision. Vice Chair Julie Ann Tanner starts the presentation the library board will give to the city council. Julie Ann asks councilwoman Amber what she thinks we should include. Julie Ann mentioned that when she spoke to the council members about the budget hearing, they were supportive of the library. They will mention the 501c3 progress. The programming the library has done. It is important for the council to know the library board members. Valerie and Jenna have talked to the Provo Library about the Yoto players, Provo Library is currently doing research on which player is best for libraries and has agreed to share their results with Vineyard so we can make our decision as well.

[1:18] Valerie mentioned she will go over former board member Abby's notes, as she was not sure it is accurate, since there is a lot of information, there might be one or two things off. Christine wants the presentation notes to be sent to the board members so the board members can go over it before the next board meeting. The board can decide what is relevant and what is not. The board will also like pictures of the library and programs done. Valerie will send that to them when needed. Christine would like the next agenda to only have the presentation, so the board members are given time to work on it.

Abby, our former board member made a lot of comparisons to other libraries. Her point was that the library is understaffed, Julie Ann was asking if the board still felt that this was true. The board members discussed that yes this was still a priority and would help the library get certified. Julie Ann will include this in her presentation.

Item # 3 Officer Elections Julie Gray asked which board members would be interested in being secretary. Valerie reminded everyone that the secretary needs to record and do the minutes for each session. Christine is currently doing all the Friends of the library's agenda and minutes. Mary Anne offered the idea of board members taking turns. It was agreed that Julie Gray would do the minutes.

Meeting adjourned 7:21 PM

Submitted by Valerie Popadich, City Staff/Library Specialist.