

3 May 2023

### **Richmond City Library Board Meeting Minutes**

This Board Meeting started at 6:00 pm with a "Meet and Greet" while eating some snacks and refreshments.

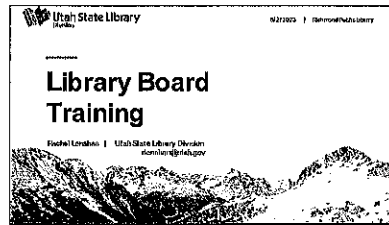
Rachel, from the State Library Board, then did a one-hour state mandated training for the Director, the Board Members, and the staff of the Richmond City Library. She used a power point presentation which is attached to these minutes.

In attendance was the Director, Lora Smith; All Board members except for Kayla Robison; All Richmond City Library Staff members.

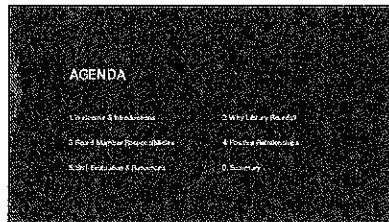
Meeting and Training adjourned at 7:30 pm.

8/30/23 *Annie Griffiths*  
*Annie Griffiths*  
*Final Draft*

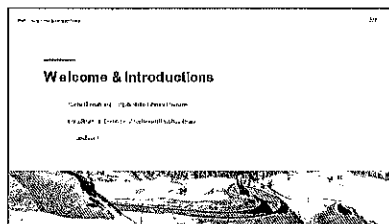
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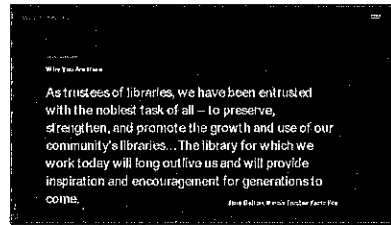
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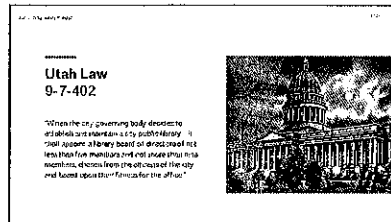
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## Slide 4



## Slide 5



\*The library board is established by Utah law - in order to have a public library, you must have a library board and that role comes with specific responsibilities and roles.

\*But you're also here because you understand the unique needs of your community

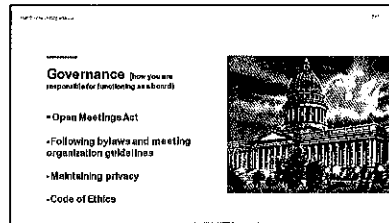
\* library board members are the eyes and ears of the community. You bring a citizen's perspective to library board business ,

\*If you have any legal questions on the interpretation of the UT code and libraries, they can be answered by your local city attorney. I have the links here to remind you that you can access this information at any time. You'll want to take any legal questions to your local city attorney.

(<https://library.utah.gov/wp-content/uploads/Library-Laws-FY2021.pdf>)

Why do we need a library board?  
Roles and Standards of governance  
(page 14 trustee manual)

## Slide 6

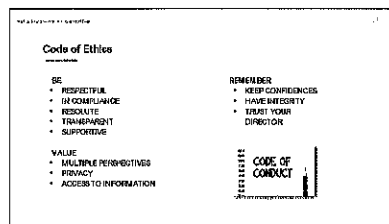


- How you are responsible for functioning as a board
- Open Meeting Act training is important, and we ask that your board receives an open and public meetings act training annually and that can be given by your local city attorney
- A part of governance is your library board organization and meetings. A quick review of library board organization includes:
- Bylaws - Rules that outline the board's operations and should be reviewed annually.
- Legalities - Only actions approved by the board have legal authority and only legally appointed board members can vote on board matters.
- Quorum - Usually a majority constitutes a quorum, but a board may establish its own definition of a quorum.
- For Meetings - Draft an agenda and distribute it to the board before the meeting. Board members should read through the agenda and any supporting materials so that you are prepared for the meeting. Being prepared will help you run meetings effectively. .
- Take minutes and record meeting.
- You can also refer to roberts rules of order
- Maintaining patron privacy is important. Many libraries maintain a privacy policy and review it on a regular basis. If you have questions about privacy laws in UT please refer to your local city attorney for help. If you receive a government records and access management act request you can also refer to your local legal authority. There is also a resource about

GRAMA requests on the Utah Division of Archives and Records Service.

- UT code 63G-2-202, access to private, controlled and protected documents and 63G-2-302 (1) (c), private records on the Utah State Library's website. Trustee Manual link: <https://library.utah.gov/wp-content/uploads/Trustee-Manual-2021.pdf>

Slide 7



One of the most important elements of governance is ethical behavior. Libraries are trusted institutions. So you hold something really valuable in your role - trust is not something easily gained or recovered once lost. To maintain trust in your community it's vital that you hold to a code of ethics.

- **Be RESPECTFUL:** avoid being critical or disrespectful to each other
- **Be in COMPLIANCE:** comply with laws, regulations and rules
- **Be Resolute :** do not be swayed by partisan interests, public pressure or fear
- **Be TRANSPARENT:** when you're out in the community, speaking online or in person, distinguish between your voice and the library's.
- **Be SUPPORTIVE:** support the board's decision, even if you don't agree
- **Value multiple perspectives:** do not participate in discrimination

- **Value PRIVACY:** uphold your patrons' rights to privacy
- **And Access to Information:** it's a basic library value that libraries support the first amendment -- the freedom of speech.
- **Keep CONFIDENCES:** respect any confidential library business
- **Have INTEGRITY:** do not participate in activities that benefit you either financially or otherwise because of your position on the library board. Recuse yourself if a conflict of interest arises.
- **TRUST your library director to be a manager and supervisor.** : don't interfere with their role in managing staff.

## Slide 8

RECERTIFICATION: STANDARDS	
<b>Governance</b> – Is the board doing everything it needs to do to run the library?	<b>Access to Information</b> – Are we providing the best possible access to information for our patrons?
<b>Administration</b> – Are we managing the library's resources effectively?	<b>Privacy</b> – Are we protecting our patrons' privacy?
<b>Financing</b> – Are we managing the library's finances effectively?	<b>Confidentiality</b> – Are we protecting our patrons' confidential information?
<b>Personnel</b> – Are we managing the library's personnel effectively?	<b>Integrity</b> – Are we acting with integrity?
<b>Access and services</b> – Are we providing the best possible access and services to our patrons?	<b>Trust</b> – Are we earning the trust of our patrons?
<b>Materials</b> – Are we providing the best possible materials to our patrons?	
<b>Technology</b> – Are we providing the best possible technology to our patrons?	
<b>Facilities</b> – Are we providing the best possible facilities to our patrons?	

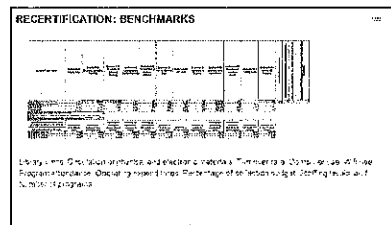
Recertification is another part of Governance. Recertification for public libraries is the process of gathering required data, statistics and reports that your library director submits to Utah state library every year. Utah state library uses recertification to ensure that minimally acceptable levels of performance are met. Recertification is a process that all libraries who serve under 50,000 people must go through each year to ensure they are offering the most current of library services, follow the law, and best practices.

These performance standards measure: governance (that would be do you have a full library board, do you hold open meetings, are you using a long range plan, do you have required policies in place, did your board have an annual

training), administration (are your board names available to the public, submit required reports), funding (are you in compliance with MOE and local gov support?), personnel (are they qualified and keeping up with training), access and services (that includes your website and open hours), materials (thats the collection development policy), technology plan and checklist) and facilities (which is a building walk through checklist ). All these performance standards help give us a picture of the library services that are being offered - and if they are meeting that minimum standard of service.

**\*MOE calculation - Current year funding minus last three years average**

## Slide 9



To recertify libraries, we also use benchmarks, which is another tool that we use for evaluation to ensure that acceptable levels of performance are met . It's going to give us more details about the library's use and It's designed to help libraries improve service over time. Benchmark measures include things like: how many people visited the library, circulation statistics, turnover rate, how many times were the computers used, what are the staffing levels, how many programs the library had and a few other measures.

Each year, our state data coordinator compiles the data and creates this benchmarking sheet- I visit with Lora for recertification and we go over where the library is for each of these categories

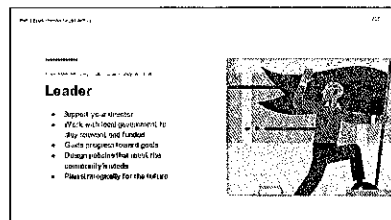
**\*Turnover - how often each item in the collection was lent.**

Slide 10



So let's go over your mandated roles as a library board member, and how you can expand those roles to best serve your library

Slide 11



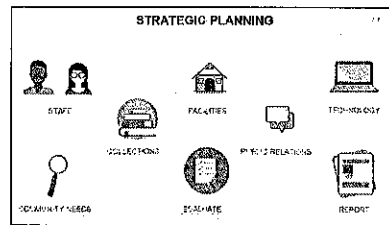
- Policies: What? Who? Why?
- One of the library board's main responsibilities is to be involved with policy making. Who writes or drafts policies — usually the library director with staff input will research and draft a policy, the board will discuss and offer any revisions and approve the policy. The director ensures that staff and public are aware of library policies. Policies should be regularly reviewed by the board.
- What are policies: Written guidelines for decision making that are formally adopted by



the board. Policies explain the reasons for decisions

- They should be written down, legal, clear and reasonable
- Why policies?: Policies ensure that the library can fulfill its purpose, goals and mission fairly and equitably. Policies are a protection for operations, staff and patrons. They provide guidance for complex situations. They are proactive instead of reactive
- One of the most important policies is your Internet and Online Access Policy. The federal children's internet protection act mandates that internet filters must be on library computers used by minors in order to qualify for federal programs like LSTA grants and E-rate funds. Similarly, the state of Utah requires filters in order to qualify for the CLEF grant. Your internet and online access policy also ensures that your library can be recertified
- Another important policy is your collection development policy- it explains how materials are purchased and added to your collection
- <https://le.utah.gov/xcode/Title9/Chapter7/9-7-S215.html>
- <https://le.utah.gov/xcode/Title9/Chapter7/9-7-S216.html>
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Slide 12



Now we are going to move on to planning, another very important piece of being a board member. Planning helps you tailor services to meet the specific needs of your community.

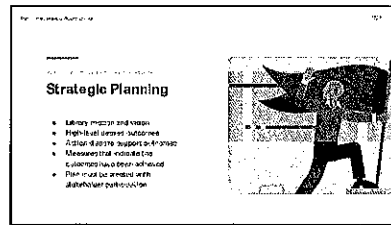
- The library board should be involved in strategic planning or long range planning. This type of planning should answers questions like:
- what does our community look like now and what do we want our community to be in the future,
- what is the role of the library or what is the library's purpose,
- what does success look like,
- who does the library serve and what do the patrons want.

It should focus attention on community needs that the library can address and establishes: action items, timelines, allocation of library resources and it acts as a record for accountability.

It should be evaluated periodically by the director and at least annually by the board.

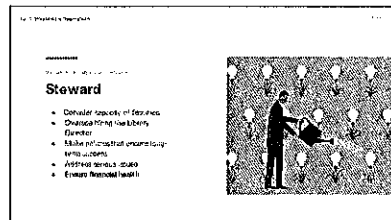
Strategic planning should include input from library staff, patrons, and community members

## Slide 13



- This year extra requirements were made to the Strategic Planning Standard for recertification.
- High Level desired outcomes- what you want to achieve and how you will achieve it
- Action steps to support and How will you determine if that outcomes has been achieved?
- Must include stakeholder participation

## Slide 14

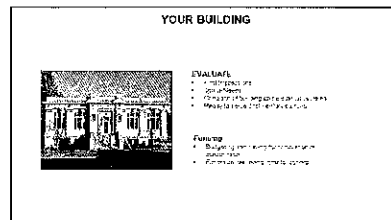


- Responsibility to understand funding and budgeting process
- One of the most important library board responsibilities is to take the lead in efforts to secure adequate funding for the library.
- It is your responsibility to understand the details of your library's funding situation, the sources of your funding, and your library's budget process. The Main source of funding comes from taxes, but other sources include state and federal grants, and gifts.
- The budget should support the long range plan and put into motion the services and materials that will meet your community's needs. The director and staff draft the budget according to your city's format and then submits the draft to the board for input, review, propose changes and finally approval. This may play out differently in your city, you'll want to defer to your bylaws or local practices.
- Trustees as volunteer public representatives are especially effective budget advocates.

Time is a precious commodity, so as a volunteer, your advocacy efforts hold a lot of weight. The library and the community need your voices to advocate for them. Finally, Trustees should be involved in presenting, explaining and supporting the board approved library budget.

- ●
- In order to maintain your library's recertification status your library will need to keep a maintenance of effort for funding support for the library. This means that the local gov expends an amount not less than 90%\* of the average amount expended on the library in the 3 preceding fiscal years. (excludes capital expenditures).
- \*MOE calculation - Current year funding minus last three years average of funding divided by the average.

Slide 15

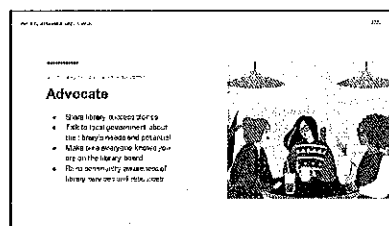


Your building is also a part of planning. It's a good idea to periodically conduct a facility evaluation. Walk through the library as if it was your first visit: what is your first impression, are there obvious space needs, what is the condition of the building, and what is the condition of the mechanical and electrical systems, is the library ready to serve 21st century patrons.

Keep in mind funding for renovations or new construction.

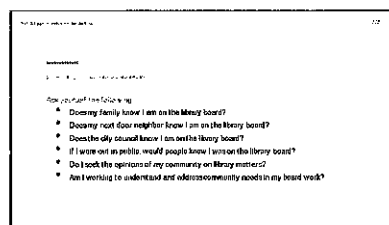
How do you fund capital improvements? Budget and save for renovations or new construction, fundraise, utilize taxes or bonds, and you can look into grants like the-- community development block grant and use gifts and donations

Slide 16



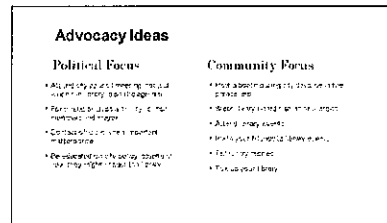
Advocate in all directions - to/from library patrons, community members, local gov, library, schools, etc. Ask yourself the following: next slide

Slide 17

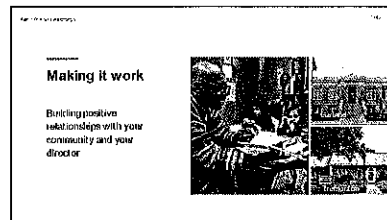


Ask yourself the following:  
Does my family/next door neighbor/city council/ know I am on the library board?  
If I were out in public, would people know I was on the library board?  
Do I seek the opinions of my community on library matters?  
Am I working to understand and address community needs in my board work?

## Slide 18

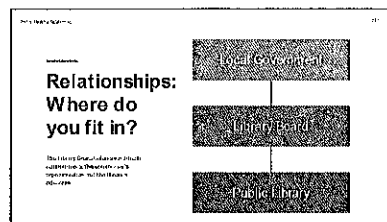


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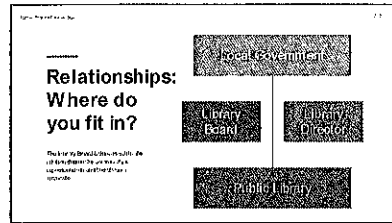
\*All these roles can put you in a tough place- you have to balance relationships with your community and with your library director. What would a balanced relationship look like?

## Slide 20



\*You answer to the citizens, whether general public or elected officials, and you direct how the library responds to public needs and provides necessary services

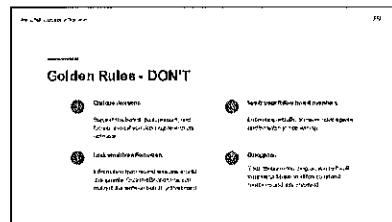
## Slide 21



\*You work in conjunction with the director. I put it this way and not board over director because it's a partnership. You have different responsibilities, but they intertwine.

- The director does day to day management and tasks and decision making, and you should not be involved in that.
- You are the library's representative to local government and you should be communicating what it needs; the director shouldn't be solely responsible for the city maintaining the library's funding or for the library's place as a fixture in the community.
- The library board listens to citizens
- provides oversight, advocacy, and vision to the library
- support and counsel to the director

## Slide 22



## Slide 23

# Golden Rules - DO

**1. Don't be late!**

It's really important to be on time for your lesson. It's a sign of respect for your teacher and classmates.

**2. Listen carefully!**

Pay attention to what your teacher is saying. This will help you understand the material better.

**3. Participate in class!**

Don't be afraid to ask questions or share your ideas. Your teacher wants to hear from you.

**4. Be respectful!**

Don't talk back, interrupt, or make fun of others. Everyone has the right to learn in a safe and supportive environment.

\*If you remember nothing else,  
remember these 4 things.

## Slide 24

**Board Self-Evaluation**  
 New board members: Use 1 month to learn the company's way of life.  
 Returning board members: Use 1 to 2 months to refresh your knowledge of your company's performance.

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 100. **Board Self-Evaluation**

\*In addition to assessing your library, you should be looking for opportunities to assess yourself so you can improve. We would recommend doing this perhaps midway through the year (Appendix H page 55)

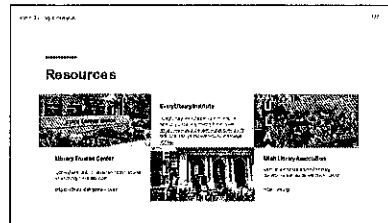
## Slide 25

Perhaps no place in any community is so totally democratic as the town library. The only entrance requirement is interest.

But one thing that hasn't changed is our values.



Slide 26



\*Get yourself on all the listservs, join ULA if interested, and become aware of the broader picture.

Or email me! : ) Rachel Lenahan

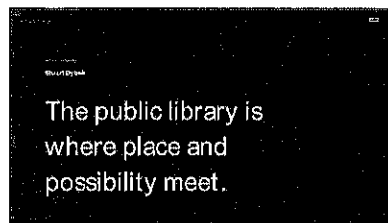
rlenahan@utah.gov

Training on Webjunction and Niche Academy specifically for board members

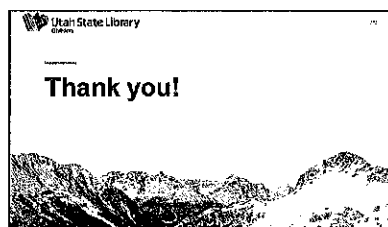
A CE idea: is to do short trainings during your board meetings- read a chapter out of the Trustee Manual (once it's updated)

Ask me to come and train on a certain topic

Slide 27



Slide 28



Thank you for serving in this critical role for both your library and your community. You should feel proud of the service you are providing by being at these meetings, giving your input, and representing the library in the broader community. The State Library (and I'm sure your director) thanks you.