



Monroe City Library Board Meeting Minutes
January 13, 2025
Monroe City Library | 49 North Main | Monroe, Utah

In attendance:

Library Director Shelly Monroe, Vice-Chair Jennifer Nackowski, Secretary Lori Epling, Board Members Noelle Smith, Dawn Van Nosedol, and Cindy Tripp-Kent.

Absent: Council Member Erica Sirrine, Chair Linda Midgley.

The meeting was called to order by Vice-Chair Nackowski at 5:00 pm.

Invocation:

An invocation was given by Board Member Tripp-Kent.

Minutes:

Vice-Chair Nackowski made a motion to approve the minutes of October 14, 2024; Board Member Tripp-Kent seconded the motion. Secretary Epling made a motion to approve the minutes of November 24, 2024; Board Member Van Nosedol seconded the motion. The vote to approve the minutes of October 14 and November 24, 2024, as written, was unanimous.

Policy Manual Review (pages 7-11):

Director Monroe reviewed the Policy Manual as required annually. Director Monroe followed point-by-point the listed policies on the above pages. Director Monroe explained about the current accounts available for patrons. Board Member Tripp-Kent asked about the age when you can have your own account. The current age is five, but a family account is recommended until reaching the teenage years. Book limits per account are as follows: students (6 books); adults (8 books); and family (16 books). Library staff have considered two-card family accounts (24 books), but are still considering the idea.

If overdue books and/or materials are returned, the fine is waived. Replacement costs cannot be waived, and patrons must pay the cost of replacement. A photocopier is available for patrons, but library staff are the only authorized personnel to use the photocopier. The question was asked regarding how often the fax machine is used. Director Monroe stated the fax machine is used on average about twice every other week. It is currently used often enough not to retire the machine.

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If there is a waiting list for the use of the computers, there is an hour limit on computer use. Parent permission is needed by youth and children. A permission slip is used and needs to be signed by both the parent and child(ren). The permission slip is found in Appendix D. The library also has an internet and access policy which is required to be certified by the state. The current policy is found in Appendix E and will need to be updated by July 1, 2025 (the policy requires updating every three years). Appendix F is the form for the background check which policy was adopted in November 2024.

Board Member Smith made a motion to approve the review of the policy and Board Member Tripp-Kent seconded the motion. The vote to approve the policy review was unanimous.

Strategic Plan 2024-2026 Revenue:

Director Monroe reviewed the library's strategic plan. She stated the plan must be reviewed annually.

Goal 1 (Educational Resources)—Children and youth will have programs that provide educational and social opportunities:

Objective 1: Story time activities including elements which improve early literacy skills. Attendance has increased this year with an average of 16 children attending. Attendees are mostly preschool-aged children. Depending on budget, the library is considering adding Thursdays in addition to Tuesdays and Wednesdays. Board Member Van Nosedol asked about setting themes for each day. Currently, story times are the same each day as the library accommodates local preschools. The library has received multiple positive endorsements from parents.

Objective 2: After-school STEM activities are held on Thursday afternoons with an average of 11 youth attending. This activity has exceeded goals in both frequency and attendance. Director Monroe stated the STEM activity is meant to be fun and introduce the children and youth to a new concept within the STEM topics.

Goal 2 (Recreational Resources)—Youth and adults will have programs that encourage social interaction with enjoyable activities:

Objective 1: The library staff are working to hold a youth gaming club. With only seven computers available, it is limiting. When laptops and/or Chromebooks are available, it will be a more viable option. Most video gaming used at the library is Roblox. It is interactive and youth use it in the library setting. More research and logistics will need to be conducted before starting the club. The high school currently provides a gaming club within a competition format. The library could be a good option for middle school-aged youth.

Objective 2: The library staff would like to hold contests for youth and adults throughout the year. The writing contest held several years ago was successful. The library staff

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worked in tandem with both middle and high school English teachers which allowed for a large amount of participation. The staff plans to hold a writing contest again next year.

Goal 3 (Technology Resources)—The community will have up-to-date technology resources that provide access to information and offer current resources for recreation.

Objective 1: The library plans to purchase two (2) new computers each year. Most library computers are currently running on Windows 10. This platform will not be supported after October 2025. Software will need to be updated prior to that time.

Objective 2: The library would like to purchase more hot spots, but this objective is dependent on budget availability. The current budget will not cover this additional expense at this time.

Objective 3: The library distributes e-readers to patrons to expand usage of the library. The Kindles are used for audio use. Board Member Van Nosedol suggested having a class on the use of Libby and using Libby for audio. It is a no-cost service. Vice-Chair Nackowski suggested a sign-up to determine interest in holding this type of class.

Vice-Chair Nackowski made a motion to approve the review of the current strategic plan and Secretary Epling seconded the motion. The vote to approve the strategic plan review was unanimous.

Accessibility Ramp Update:

Vice-Chair Nackowski reported Secretary Epling's research had shown the cost of an elevator for the library would be around \$100,000. Considering the relatively small population served by the library and the age of the building, Chair Midgley was not able to find any grants the library could qualify for in that amount. One of the library staff, Anne Roberts, has suggested a ramp to the front steps would allow wheelchair access to the top floor. The cost for this would be considerably less, while providing some of the same benefits as an elevator.

The American Library Association allocates smaller grants to rural libraries. The grant period for this year closed on December 11. Chair Midgley applied for a \$20,000 grant for the ramp on December 1. It will be a few months before notification is received on whether the library is awarded the grant.

Originally, there was some question about being able to change the building as it was on the National Register of Historic Places. Chair Midgley has corresponded with Cory Jensen, of the Utah State Historic Preservation Office. Mr. Jensen said the library building is listed in the National Register, but it is an honorific listing, and, as such, there are no restrictions on how the building is maintained. If the funds can be obtained, a ramp can be built without worrying about State permission for changes.

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Library Report:

Director Monroe reported that the Haunted Library tours on Halloween had over 100 participants. It was a fun night with other businesses in the vicinity participating in other themed events at same time. Director Monroe suggested that next year, the library could change things and provide an open microphone night with patrons sharing scary stories. The upper floor could be used for younger audiences, with the lower floor being used for more adult-themed stories. The library staff could ask high school drama students to help. This would be a great opportunity for those students looking to expand their scholarship resumes. The library staff could also investigate professional storytellers. The library would continue with the Haunted Library activity, but pause the tour every few years. Another possibility is to hold a writing contest with a historical theme with three categories: elementary; middle school and high school age; and adults. DUP and other organizations could be contacted to help with the theme or with judging contests.

Director Monroe talked about the Literose Club that started the library in 1928 before disbanding in 2019. It may be beneficial to do a history of the Literose Club. Sevier County Archives and Heritage Services (SCAHS) is creating an online database of documents, images, and other local historical information. Information on the Literose Club could be scanned and available to all citizens of Sevier County.

Christmas craft night at the library was held in conjunction with Monroe City's tree lighting celebration. The library had about 30 participants and plans to repeat the successful activity again next year.

On March 10, Monday, from 6-8 pm, the library is planning a family game night. Both children and adult games will be offered including card games, short-timed games, and board games that move quickly. The children's games will be more interactive. A fun activity might be to have everyone in attendance do the "hokey pokey" every half hour. Refreshments will also be served. Vice-Chair Nackowski and Secretary Epling both volunteered to help with the family game night.

Director Monroe also mentioned both Chair Midgley and Board Member Smith's terms will expire in June. An action item for April's meeting is for each board member to provide one name for a potential board replacement for the City Council to approve.

New Business:

No new business was brought to the attention of the Board.

Next Meeting:

Secretary Epling made a motion that the next meeting be held April 14, 2025, at 5:00 pm. Board Member Van Nosedol seconded the motion. The vote to hold the next meeting on April 14, 2025, was unanimous.

Adjournment:

Vice-Chair Nackowski made a motion to adjourn. The meeting adjourned at 6:00 pm.