Aug 28, 2025

Library Board Meeting - ILA with Grand County Library

Invited Lucille Cody Marlene Huckabay Mikaela Wood Silvia Stubbs Nicole Perkins Mack McDonald Dr. Shanon Brooks Jackie Jeppson marjorie haun Zak Podmore AJ Myers Monticello Library ~~Heather Lynn~~

Attachments Library Board Meeting - ILA with Grand County Library

Meeting records Recording

Summary

Dr. Shanon Brooks called the meeting to order, and the board approved the previous meeting minutes and voted to formally open all future meetings with an invocation. Jackie Jeppson was elected Vice Chair and Heather was nominated and accepted as Secretary, contingent on her acceptance. The board unanimously ratified the Interlibrary Loan Grant contract and the Monaceel Library Wi-Fi Agreement.
The primary focus of the meeting was the Grand County Interlocal Agreement, with Nicole Perkins presenting two options for a new agreement. The board discussed the proposed contract length, annual fee, and the eligibility of San Juan County residents for Grand County Library services via a voucher system. The board unanimously voted to accept Option A of the contract proposal with specified corrections.
Participants confirmed their attendance at the upcoming Grand County Library Board meeting and discussed reimbursement for travel. The next library board meeting was scheduled for October 2nd. Dr. Shanon Brooks initiated a motion to adjourn the meeting, which was seconded and passed.

Details

- **Meeting Start and Logistics** Dr. Shanon Brooks called the meeting to order on August 28th, 2025, at 5:33 PM. The board decided to utilize the new automatic

minute-taking feature to simplify the process. Roll call was conducted, noting the absence of Annette Meyers, Heather, and Zach, while Jackie Jeppson, Marjorie Storland, and Marlene Huckabay were present.

- **Approval of Previous Meeting Minutes** The minutes from the July 17th meeting were presented for review. No concerns were raised by the board members. Dr. Shanon Brooks entertained a motion to adopt the minutes, which was moved by Jackie Jeppson and seconded by Marlene Huckabay. The motion passed unanimously.
- **Public Comment Period** Dr. Shanon Brooks opened the floor for public comments. Nicole Perkins identified Lori Sansone from New Jersey as the only public attendee. Lori Sansone stated they had no comments and expressed anticipation for the process. The public comment segment was then closed.
- **Invocation for Meetings** Dr. Shanon Brooks proposed formally opening all meetings with an invocation, having done so informally in the past. Board members Jackie Jeppson, Marlene Huckabay, and Marjorie Storland expressed support for the idea. Marjorie Storland moved to open all future meetings with an invocation, and Annette Myers seconded the motion. The motion passed unanimously.
- **Election of Vice Chair** The board moved to elect a Vice Chair as per Article Four of the bylaws, which states that a chair, vice chair, and secretary are to be elected annually. Marjorie Storland nominated Jackie Jeppson for Vice Chair, and Jackie Jeppson accepted the nomination. With no other nominations, Jackie Jeppson was unanimously elected as Vice Chair.
- **Election of Secretary** The board then proceeded to elect a Secretary. Nicole Perkins suggested Heather for the role, noting their organizational skills despite their absence. Dr. Shanon Brooks proposed nominating Heather contingent on their acceptance, stating that if Heather declined, the board would revisit the election. Annette Myers nominated Heather, with the contingency that Heather agrees to the position. The nomination was passed unanimously, making Heather the secretary upon their agreement.
- **Grand County Contract and Interlibrary Loan Grant** Nicole Perkins clarified the agenda, indicating that the primary reason for the meeting was the Grand County Contract. However, Mikaela Wood corrected the order, stating that two grants would be discussed first, followed by the contract. Nicole Perkins explained that the first item was the Borrower Support Grant, a federal grant managed by the state library, which covers postage for interlibrary loans and prevents patrons

from being charged. The grant amount increased from $6,000 to nearly $9,000 and has already been approved by the county commissioners.

- **Discussion and Ratification of Interlibrary Loan Grant** The board discussed the Interlibrary Loan Grant. Jackie Jeppson questioned the significant increase in the grant amount, to which Nicole Perkins clarified that the funds are reimbursements to the library, effectively adding to their budget and benefiting patrons by covering postage costs. Dr. Shanon Brooks entertained a motion to ratify the contract for the interlibrary loan grant. Marjorie Storland moved to ratify the contract from the state of Utah for the interlibrary loan grant, and Jackie Jeppson seconded it. The motion passed unanimously.
- **Monaceel Library Wi-Fi Agreement (LOA)** Nicole Perkins introduced the Letter of Agency (LOA) agreement with UETN, which concerns the Wi-Fi service for the Monaceel library, currently 100% paid by Monaceel. This agreement allows UETN to act on the library's behalf in securing contracts for Wi-Fi service, saving the library significant costs. Nicole Perkins explained that this arrangement predates their tenure and has been in place for at least ten years, with Monaceel's agreement being the next one due for renewal.
- **Ratification of Monaceel Wi-Fi Agreement** Dr. Shanon Brooks provided context on the geographical challenges of serving the county's two main libraries and three satellite libraries, highlighting the efforts of Director Perkins and Assistant Director Mikaela Wood in managing budgets. With no further discussion, Jackie Jeppson moved to ratify the LOA, and Marlene Huckabay seconded it. The motion passed unanimously.
- **Background on Grand County Interlocal Agreement** Nicole Perkins began discussing the main topic of the meeting: the expiring interlocal agreement with Grand County, which needs to be renewed by the beginning of the next year. She outlined the process for presenting a proposal to the Grand County Library director, Carrie Valdez, and then to their board, with potential revisions and a final vote in October. Nicole Perkins then presented data comparing San Juan and Grand counties to provide context for the agreement.
- **Geographical and Economic Challenges of San Juan County** Nicole Perkins detailed San Juan County's five branches, two main and three satellite, noting that the county is over 7,000 square miles with a high poverty rate, making it challenging to serve every community. In contrast, Grand County has one main branch and a teen center within the same building, along with a Castle Valley branch. San Juan County's population is 14,601, compared to Grand County's

9,788, with a significant portion of San Juan County's population (6,777) residing on reservations and not paying library taxes. Nicole Perkins highlighted that 62% of San Juan County is federal land and 25% tribal land, meaning only 8% is private land from which property taxes can be collected to fund library services, creating significant financial challenges.

- **Proposed Contract Options and Vouchers** Nicole Perkins explained that the Grand County Library requested an annual payment of $17,000 to $21,000, which San Juan County finds unaffordable. She presented two options for the new interlocal agreement with Grand County. Both options involve San Juan County issuing vouchers to their residents in the 84532 zip code, allowing them to access Grand County Library services. This system aims to meticulously track usage from San Juan County residents.
- **Online Library Access and Voucher System Details** Nicole Perkins described how residents will need to pick up a voucher at a San Juan County branch with proof of residency, which they then take to Grand County Library to finalize their library card. Marlene Huckabay offered to assist with the distribution of vouchers. Nicole Perkins stated that the biggest difference between Option A and Option B lies in access to the online digital library consortium (Libby/Beehive Library Consortium). Option A grants 84532 residents access to Grand County's online library, while Option B excludes it, giving them access only through San Juan County's online services. This difference allows flexibility based on the fee Grand County might charge these patrons.
- **Proposed Agreement Term and Review** Dr. Shanon Brooks recommended considering Option B to exclude San Juan County residents' access to Libby through Grand County's system, while still allowing them access to Grand County's physical services. Jackie Jeppson began reading the proposed agreement, starting with the purpose of assisting in providing library services to San Juan County residents in Moab zip codes by offsetting fees for a non-resident GCL card. The proposed term of the agreement was discussed, with Dr. Shanon Brooks suggesting a ten-year term until 2036, allowing for potential negotiation down.
- **Contract Length and Fee Discussion** Dr. Shanon Brooks initiated a discussion about the contract length, suggesting starting negotiations at an eight-year term instead of five years to allow for reduction to a mutually agreeable period. Nicole Perkins and marlene huckabay supported this idea. Dr. Brooks also recommended an initial annual fee of $8,000, arguing it was higher than previous payments but more realistic than $17,000. Nicole Perkins noted that any amount

over $6,000 would impact their collection development fund. After further discussion, they decided to propose an annual fee of $7,000 to show an increase while remaining within their budget and leaving room for negotiation.

- **Resident Eligibility and Voucher System** Jackie Jeppson detailed provisions for San Juan County residents with Moab zip codes to obtain a library card from GCL by providing a voucher from a San Juan County library branch and paying additional fees. Nicole Perkins emphasized that the current contract strictly covers 84532 residents, noting that patrons from other areas of their county had previously obtained Grand County library cards outside their agreement. Dr. Shanon Brooks clarified that their residents would be identified by a voucher, which would distinguish them from other individuals obtaining GCL cards.
- **Contract Review and Reporting** Jackie Jeppson outlined the review process for the agreement, stating that the directors of GCL and SJCL would review it and submit a yearly report to their respective boards and county commissioners before December 31st each year the contract is in effect.
- **Liability Clause** Jackie Jeppson explained the liability clause, stating that each library system is solely responsible for the actions or inactions of its personnel related to the agreement's performance. They also noted that each party would hold the other harmless from associated costs, expenses, losses, and damages.
- **Amendment and Modification Clauses** Jackie Jeppson presented clauses for amendment and modification, stating that the agreement could only be amended by mutual written agreement. They clarified that no changes or waivers would be binding unless executed in writing by authorized representatives, and the agreement would not be affected by any course of dealing between the parties.
- **Presenting to Grand County Library Board** Dr. Shanon Brooks suggested sending the contract with background information, such as the fact that only 8% of the area is private ownership, to emphasize their precarious situation. Nicole Perkins agreed to provide charts and explanations to the Grand County board. Dr. Brooks also proposed that library personnel or board members present in person, believing they could best represent their interests. Nicole Perkins suggested asking Carrie, their director, if she would like them to attend in support, with at least one board member, themself, and Mikaela Wood present if possible. marlene huckabay and Dr. Brooks committed to attending.
- **Upcoming Meeting Details** Nicole Perkins confirmed that the Grand County Library Board meeting is scheduled for next Tuesday, September 4th, at 5:30 PM at the Grand County Public Library in Moab. They also mentioned sending an

email with all the meeting details. Marjorie Storland inquired if the meeting would include public comment, suggesting it would be beneficial for their team to present data about San Juan County's unique challenges, such as its large, dispersed area and the fact that half of its population does not pay taxes.

- **Release Clause and Historical Context** Jackie Jeppson introduced the release clause, which allows San Juan County to terminate the contract without penalty after fiscal year 2026 if annual appropriations are insufficient to pay the service provider. Mikaela Wood noted that this clause had been in previous contracts. Nicole Perkins confirmed that they added this clause in the last agreement, crediting Mac with the idea. Dr. Shanon Brooks acknowledged the historical background of this clause, noting that it had been signed by the Grand County representatives previously.
- **Online Library Access and Pricing** Mikaela Wood suggested adding a section to the contract that specifies Grand County Library's (GCL) price for their services to avoid open-ended costs. Nicole Perkins agreed, emphasizing the importance of knowing their charges, especially concerning online access. Dr. Shanon Brooks initially questioned why their charges mattered if a set amount was paid, but then agreed that knowing GCL's charges was crucial to ensure their residents would actually use the service. They decided to include a provision stating that GCL would not charge more than $50 to San Juan County residents for a GCL account.
- **Contract Voting and Quorum Issue** Dr. Shanon Brooks initiated a vote to accept Option A of the contract proposal to the Grand County Library System. However, they realized they lacked a quorum due to Annette's absence. Dr. Brooks attempted to contact Annette and then Heather Lynn to secure a quorum for the vote. With Heather Lynn on the call, the board unanimously voted to accept Option A of the contract with the discussed corrections.
- **Financial Sustainability and Local Economy** Nicole Perkins discussed Utah library tax rates, noting San Juan County is in the middle range, and increasing their tax rate is not the solution for financial issues. They highlighted the historical financial benefits from uranium mining, which created a "rainy day fund" for the county, though this fund is dwindling. Nicole Perkins and marlene huckabay emphasized that 84532 cardholders contribute to the Grand County economy through employment and shopping, making the relationship mutually beneficial.

- **Meeting Attendance and Reimbursement** Nicole Perkins confirmed attendees for an upcoming meeting, including Marlene Huckabay, Jack, Jackie Jeppson, Marjorie Storland, Dr. Shanon Brooks, and potentially Mikaela Wood and Heather. Jackie Jeppson indicated they would drive separately and Nicole Perkins offered a voucher for gas reimbursement for library board meetings.
- **Next Library Board Meeting Date** Nicole Perkins announced the next library board meeting would be October 2nd, which was initially questioned by Jackie Jeppson as October 2nd is a Wednesday. Dr. Shanon Brooks and Mikaela Wood confirmed that October 2nd is indeed the first Thursday of October, which is the established meeting day.
- **Meeting Adjournment** Dr. Shanon Brooks initiated a motion to adjourn the meeting. Marjorie Storland made the motion, and marlene huckabay seconded it, leading to the adjournment.

Suggested next steps

Nicole Perkins will start handing out vouchers by December 1st.
Nicole Perkins will ensure the proposed contract to Grand County Library System includes language about them not charging San Juan County residents more than $50.
Nicole Perkins will send an email to the board members with the date, time, and location of the Grand County Library board meeting.
Nicole Perkins will offer to present the contract to the Grand County Library board and commissioners, and attend in support if the offer is not taken.
Nicole Perkins or Mikaela Wood will reach out to the board next week to remind them about the meeting, get a headcount, and coordinate transportation.
Nicole Perkins will send an email out Monday or Tuesday.
Jackie Jeppson will get with Nicole Perkins to fill out a voucher for reimbursement of gas used for library board meetings.

You should review Gemini's notes to make sure they're accurate. Get tips and learn how Gemini takes notes

Please provide feedback about using Gemini to take notes in a short survey.