



LIBRARY BOARD MEETING - JULY 17, 2025
Virtual Meeting: <https://meet.google.com/wub-uocn-buf?authuser=0>
July 17, 2025 at 5:30 PM

MINUTES

CALL TO ORDER – 5:32 pm

Minutes assignment for current meeting by Brooks

Board members to vote on Vice Chair and Secretary during next meeting, Wood to add to agenda for the next scheduled meeting.

Board voted to have an “Invocation” at the beginning of each meeting. An Invocation will be added to the agenda beginning September 2025.

ROLL CALL – 5:37 pm

1. Presented by Library Board Chair Brooks:

Trustees

Annette “AJ” Myers – absent

Heather Lynn – present

Jackie Jeppson – present

Lucille Cody – present

Marjorie Haun-Storland – present

Marlene Huckabay – present

Shannon Brooks, Chair – present

Zak Podmore – present

Commissioner Silvia Stubbs – present

Library Director Nicole Perkins – present

Assistant Library Director Mikaela Wood – present

APPROVAL OF MINUTES – 5:38 pm

2. Library Board Meeting - May 2025 Minutes for Approval

Perkins stated a correction was needed in the May 2025 meeting:

“Perkins explained the MOU for the [e-rates] ~~Utah Broadband Center Digital Opportunity Grant~~ and the requirements to remain in compliance with the contract.

Cody made a motion to approve the March 2025 meeting minutes, Huckabay made a second, motion carried.

PUBLIC COMMENT – 5:40 pm

BUSINESS/ACTION – 5:41 pm

3. Robert's Rules of Order Training by Brooks

Dr. Brooks reviewed the background of Robert's Rules and the Cheat Sheet from the meeting packet beginning on page 7. Robert's Rules was first created in 1876 because there was confusion in board meetings and all the way up to Congress. The current manual is currently 700+ pages. Parliamentary Procedure is a set of rules and guidelines to assist in maintaining order.

Brooks used the example, "I move to make a motion to have Nicole buy everyone ice cream."

Stubbs asked, "In order to be amended, it has to be done before it's voted on? Can it be amended after it has been approved?"

If you have complex questions about Robert's Rules, be sure to ask a trusted Parliamentarian.

The board can ask to have a closed meeting for an Executive Session. The public does not attend closed meetings. Stubbs states, "When you go behind closed doors, you are talking [about] one issue, the issue that you went for." You cannot talk about any other subject or ask questions."

4. Strategic Plan by Perkins – 5:57 pm

Perkins reviewed the San Juan County Library System 2025-2028 Strategic Plan from the meeting packet beginning on Page 9. The board reviewed, made suggestions and changes, and voted to approve the 2025-2028 Strategic Plan.

1. Service - Goal 1.2.d - Dr. Brooks asked if the free wi-fi causes any kind of security risk for the library with homeless or anything?

Perkins stated that all libraries have a sign in the window that says "Free Wi-fi access." Most libraries have security cameras. Perkins stated at one point there was an issue but they haven't had any problems for a while after advertising the libraries are equipped with security cameras.

Offering free internet extends the library hours of service and increases library usage.

3. Open Hearted - Goal 2.1 - Brooks asked if the library has any interaction with the "Edge of the Cedars" where you have groups of children going over on a discount or for free on a regular basis or annual basis?

Perkins to reach out to "Edge of the Cedars."

Stubbs suggested having a "Night of the Museum" where the children can have popcorn or hot chocolate.

Perkins to schedule Podmore as a guest author to share his book about Lake Powell.

4. Lifelong Learning - Goal 4.1

Commissioner Stubbs spoke about a Culture Night that she attended, she suggested a Culture Night as part of the lifelong learning goals

5. Sustainability - Strategies

Perkins explained the use and challenges of the PTIF funds.

Stubbs expressed concern about the counties IT. The board engaged in a discussion about the IT challenges and proposed some solutions.

Mission Statement: The board suggested changing the mission statement to include, “Encourage curiosity and promote liberty.”

Goal 4.1: Podmore suggested the following change, “Provide access to varied resources that promote intellectual curiosity including materials that derive from various world views, cultures, backgrounds and paradigms.”

Dr. Brooks suggested creating a committee for the Spelling Bee. Dr. Brooks agreed to be in charge of the committee.

Huckabay made a motion and voted to create a committee for geography and spelling bees.

Perkins, Haun-Storland, and Brooks will start a geography and spelling bee committee. The committee will let the board know if they need additional help.

Commissioner Stubbs mentioned the adult population that is unable to read. Stubbs recommended a committee in the future for an adult reading program. Jeppson said that Jenny has been giving reading lessons and Perkins said they took a break over the summer, the program should resume in the Fall. Jeppson mentioned that the church offers a reading program as well. Jeppson offered to volunteer to assist adults one-on-one.

Wood will start a volunteer list for an adult reading program and recommended sharing the information in the newspaper.

Wood to email contact information for Jeppson to Dr. Brooks.

Jeppson made a motion to approve the 2025-2028 Strategic Plan. Huckabay made a second. The strategic plan was approved as amended.

6. Technology Plan by Perkins – 6:53 pm

Perkins reviewed the 3-year San Juan County Library Technology Plan.

Perkins states that all new computers need Microsoft software.

Perkins will provide Commissioner Stubbs a budget for the Navajo Revitalization Fund (NRF). Commissioner Stubbs to add to the NRF agenda and Commissioner Harvey and Stubbs will present to the NRF board.

Dr. Brooks asked Perkins, “Are you obligated to use the county IT program?” Perkins states the IT costs is currently coming out of the counties general budget. Dr. Brooks wants to know if the

library can reach out to the community for IT volunteers and if the county has to approve them. The library should not be without basic services (i.e. telephone). Perkins to research the policy of having community member's volunteer to assists with library IT. The board discussed the library and county IT challenges and suggested solutions.

Jeppson made a motion to approve the Technology Plan presented by Perkins with the amendments as stated. Lynn made a second. The technology plan was approved unanimously.

LIBRARY DIRECTOR REPORT – 7:45 pm

Perkins reviewed the Director Report as noted on Pages 14-37 of the Library Board Meeting Packet.

7. Presented by Perkins, Library Director / Blanding Librarian

The board discussed and proposed solutions regarding the Memorandum of Understanding (MOU) with the Grand County library in Moab. The current contract expires at the end of this year. Grand County library is requesting an increase in the amount that is paid for patrons from Spanish Valley to use the library facilities.

Commissioner Stubbs recommended hosting a community meeting in Spanish Valley to get the community feedback.

8. Statistics – Pages 18-33 of the Library Board Meeting Packet

9. Financial Reports for the Library System – Pages 34-37 of the Library Board Meeting Packet

ASSISTANT DIRECTOR REPORT – 8:17 pm

10. Presented by Wood, Assistant Director / Monticello Librarian

Wood reviewed the Assistant Director Report as noted on Pages 38-39 of the Library Board Meeting Packet.

Scales and Tales was a success with an estimated 200 attendees.

LIBRARY CHAIR REPORT – 8:17 pm

ADJOURN – 8:24 pm

****In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the San Juan County Clerk's Office: 117 South Main, Monticello or telephone 435-587-3223, giving reasonable notice****

APPROVED: _____
San Juan County Library Board

DATE: _____