



LIBRARY BOARD MEETING

Wednesday, November 12, 2025 at 6:00 PM
Library Board Room, 50 West Main, Hyrum, Utah

MINUTES

Public notice is hereby given of a Hyrum Library Board Meeting to be held in the Library Board Room, 50 West Main, Hyrum, Utah at 6:00 PM, November 12, 2025. The proposed agenda is as follows:

1. **ROLL CALL:** Ashlee Willardson, Rauni Johnson, Emily Coltrin, Andrea Maughan, Amelia Bingham, Kelsey Bladen, Jared Clawson
2. **CALL TO ORDER:** Amelia Bingham called to order 6:04pm
3. **WELCOME:** Amelia Bingham
4. **REVIEW MINUTES:** Kelsey motioned to approve the September 10th meeting minutes, Jared seconded the motion and all approved.
5. **PUBLIC COMMENTS:** No public comment
6. **BUSINESS**

A. Directors Report - Emily Coltrin

- Emily discussed story time and program attendance is down which is consistent for this time of year. She expects attendance to pick back up in January after the holidays.
 - Attendance for the new Spanish story time is 10-15 kids each time which is very exciting.
 - Teen programming is going well; they are getting ready to decorate the library for Christmas.
 - Adult programs are also picking up with the new Read Hot Chili Peppers adult book club growing in attendance as well as craft nights.
 - The Magic Tree House club is very popular and fills up each time with patrons needing to call right when registration opens to reserve a spot.
 - Book drops for Wellsville and Nibley cities will be ordered this week and hopefully will be delivered early in January. These book drops are smaller so Emily will monitor frequently to ensure they do not overfill and become a burden to those city workers.
 - The drive-up book drop is closed for winter due to the back parking lot being such a hazard to library workers.
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- Homebound service is up and running and will serve anyone in the Hyrum Library service area. The Mayor is discussing it as she visits homebound citizens and taking applications to those residents. Emily is also taking information and applications to Blacksmith Fork Assisted Living. It is also advertised on the library social media pages.

B. City Council Report - Jared Clawson

Jared discussed his city council term ending and that he has been serving on the library board for 12 years. He expressed appreciation to all members of the board for working with him during this time. He stated this would be his last library board meeting and did not know which council member would be taking his place on the library board.

C. Board Training - 10/23/2025

Emily discussed the recent training held at the Hyrum City offices and asked if it was helpful and that we learned more about what the library can do and what resources are available. Board members that were not able to go will be sent a training video to be compliant with training requirements. Emily stated a new training will be coming up that will be sent via email to complete. Details are still being worked out, and the city lawyer will need to assign it. Emily would like to coordinate with other libraries in Cache Valley for further yearly training so that the state library can train multiple libraries at a time

D. Cache Valley Library Association (CVLA)

- Emily wanted to make the board aware that anyone is able to join the Cache Valley Library Association. It is free and is a great opportunity to enjoy exclusive events. Emily is on the ballot for a board position on CVLA and if elected, will take on more responsibility with the CVLA coming up.
- Andrea asked if the county library was defunded and Emily said a decision had not been made at this time. Emily stated she felt a bookmobile service would be more cost effective and reach more patrons than the county library, particularly in northern towns in the valley who likely do not travel to Providence to use the county library. She has reached out to county council members to discuss and felt like it would be considered.

E. Recertification standards – Information

Emily wanted the board to be aware that libraries have to meet certain criteria including number of checkouts, programs, internet policy, computer usage, etc. She stated the state library is discussing benchmark standards and maybe changing some. The Hyrum library easily meets the criteria at this time and was recently awarded the Quality Library Award for the 4th year in a row. This award is awarded to libraries that meet and exceed standards and go above and beyond requirements for programming.

F. Master Policy review

Section 4 – 6

- 4.0 “teen” librarian omitted since and adult librarian is in charge of the teen programming. TAC program discussed. Amelia stated Deonna is a great role model
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- for TAC members. Applications for TAC are available in August, and members serve through the school year.
- 5.0 Modified to reflect that library director and assistance director hire employees at this time
 - 6.0 grammatical error corrected, fee schedule updated for non-resident users
 - 6.3 B fee schedule updated for overdue items
 - 6.3 C interlibrary loan costs updated to \$3.00 and if patron fails to pick up requested items, the patron will be responsible for the full cost of shipping.
 - 6.6 Internet use policy updated to what was previously approved by the library board earlier this year. Emily stated that any inappropriate internet use is approached immediately and she has no problems confronting patrons that are not following the policy. She states the computers are facing out which helps keep inappropriate internet activity at a minimum.

Kelsey motioned to approve the master plan edits, Amelia seconded the motion and all approved.

- 7. ADJOURNMENT:** Amelia motioned to adjourn the meeting and the meeting was adjourned at 6:39 p.m.

Emily Coltrin
Library Director

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Hyrum City Library at 435-245-6411 at least three working days before the meeting.

CERTIFICATE OF POSTING - The undersigned, does hereby certify that a copy of the foregoing Notice posted on the Utah Public Notice Website and Hyrum City's Website, provided to each member of the governing body, and posted at the Hyrum Library, 50 West Main, Hyrum, Utah, this **10th day of November, 2025**. Emily Coltrin, Library Director.
