

NORTH LOGAN CITY LIBRARY BOARD MEETING MINUTES

February 12, 2018

ROLL: Alice Lucherini, Charlotte Brennand, Judi Poorte, Lyndsay Peterson, Cathy King, Cristal Robbins, Cheryl Fullmer, Jenny Lyman, Kristen Andersen, and Flora Shrode.

MINUTES: Minutes were discussed for the October 2017 board meeting with a change in wording regarding the filing of taxes from, "They have discovered that the taxes may have been filed inaccurately" to "They have been given the opinion that the taxes may have been filed inaccurately". Also, leave out the sentence "Changes to tax code have not been followed by Accountants, who claim they did not know about the changes to the law". The board does not want to make such accusations.

Cathy made a motion to accept the minutes from the November meeting with the changes made above. The motion was seconded and approved.

Flora made a motion to accept the January 2018 meeting minutes with a few spelling changes. Jenny seconded the motion and the motion was approved.

OTHER BUSINESS:

Jenny asked: How does a person donate money to the library? Judi answered: A person will bring the money to donate to the circulation desk where it is written up as a donation. The money is then sent to the city. Usually a thank you note is sent. Charlotte mentioned that to be tax deductible, money donations need to go through Friends and then to the library. North Logan City is not considered a tax-free account therefore, Thorne foundation money is funneled through The Friends.

James Britsch has been offered and accepted the position of the North Logan City Library Director. Those who interviewed James felt he was very qualified with 5 years' experience as a director and able to take on the challenge of a new library building. James will start on or before June 1, 2018.

FRIENDS REPORT: Lyndsay Peterson

Lyndsay met with Alan Luce and the Mayor in request for a general North Logan City budget. She received a printout of a few pages and then requested a more in-depth printout. She recently received that printout and has yet to wade through it as it is dozens of pages long. The Friends meeting has been rescheduled to write and handover the Thorne Endowment check to the City.

The Friends want to meet with James Britsch, the new director and see what his perceived needs for the library are before they make any long-term plans to make sure the Friends and the director are on the same page.

Authors and Illustrators presents author Greg Luke on February 23, 2018.

BUDGET: Cheryl Fuller

Cheryl handed out the library budget dated 01/31/2018 and the Budget Worksheet dated 01/31/2018 for review. Cheryl called our attention to line item 21-458-631, Special Projects:Thorne Special Use. The

current amount showing is \$80,413. The correct amount is \$54,700 or close to it. Collections expenditures are high. The board may need to consider moving money from another account. Overall yearly percentage expenditures are good.

DIRECTOR'S REPORT: Judi Poorte, Interim Director

A few staff members have recently quit and those positions were filled with promotions from current library employees and new pages have been hired.

The Teen Marvel Reading Program is continuing and the whole staff is looking forward and working towards the summer reading program.

The staff would like to introduce the new director at the Summer Reading Kickoff and is hoping his start date will permit, or he will be able to attend the kick off if possible.

1000 books before Kindergarten is close to being presented. The library received funds from the Friends for tracking booklets and for implementing integrated website tracking as well.

POLICY UPDATES: Cathy King

Cathy King presented a revised Circulation Policy. Check out items were increased to 100 items per card. This can eliminate the need for multiple cards per family. DVD check outs were increased from 2 per card to 10 DVD's per card/family. Book check out lengths were increased to 21 days. DVD check outs stayed at 1 week.

Kindles, Playaways, and State Park Passes are not included in the Circulation Policy but are written on the blue sheets and changes made as the director deems necessary.

Cheryl made a motion to approve the Circulation Policy with the above changes. Flora seconded the motion. Motion approved.

Discussion on library card renewal. Policy states that a photo ID and proof of residency is needed to renew library cards. Proof of residency is not always easily available. The staff tries to make this as painless as possible but sometimes it is necessary for patrons to bring back the needed documents. The staff will continue to loan books while getting the necessary proof and do so in a courteous and friendly manner.

There was also discussion on library fines. Some libraries are doing away with fine completely and is this something we would like to incorporate in our library? Arguments for and against were presented. Fines versus lost book charges were discussed. What happens to those who have current fines? This issue will be revisited next month. Meanwhile, a test period of no fines will be implemented, and data analyzed to see if it is successful.

Strategic Plan needs to be approved by April 2018 to comply with State Libraries requirements. The new director's input would be appreciated, and he will be contacted for ideas.

A new North Logan City Library mission statement will be formulated in the next meeting. Come with ideas and suggestions.

MEETING ADJOURNED: Next board meeting will be held March 12, 2018 at 1:00 at the library

Closed Executive Session followed.

Minutes submitted by Cristal Robbins, Secretary.