

North Logan City Library Board Meeting Minutes

March 12, 2018

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

MINUTES: Cathy made a motion to accept minutes with the corrections made in the draft. Charlotte seconded the motion. Minutes accepted.

WELCOME: Alice

LIBRARY BUSINESS: Alice

Alice has been reading the policies and procedures to see if she could serve one more year without making an amendment to the policies. Five of the eight board members will be finishing their term in 2020. We would prefer not to have more than half of the board finish at one time. Cathy King volunteered to leave with one year left on her term, citing personal reasons. She would be replaced with a new board member. One member can finish out a term of another member, if needed. Cristal volunteered to leave with one year left on her term and Alice would then finish out that term. Follow up discussion will continue in another meeting.

Alice also spoke to Scott Bennett from North Logan City. His recommendation is that the library board meeting minutes be posted to the Public Meetings Website rather than the city website or the library website. We will strive to post them on the Public Meetings Website.

FRIENDS REPORT: Lyndsay Peterson

The Friends, Authors and Illustrators welcomed author Greg Luke. Greg's presentation was excellent but there were few in attendance. The Friends are going to step back and explore ways to generate more interest in the Authors and Illustrators presentations. Radio advertising was suggested along with notice in the news letter and in the library radio spots.

BUDGET REPORT: Cheryl Fullmer

Cheryl passed out a copy of the North Logan City approved budget dated 02/28/2018. Cheryl explained the two notes at the top of the budget printout. Note #1: 'No Funds deposited, so there should be no expenses here.' This has reference to Income account-Thorne Endow Spec Use 21-380-709 This is a problem for the City and Friends to come to an agreement on. Right now, the city will not pay any invoices from that account as there has been no money transferred from the Friends. Cheryl supports the Friends receiving a copy of the invoice for their records as to how the money was spent.

The second note refers to Expense account #21-458-631 as being \$6202 over budget. Cheryl will have the city transfer \$5751.50 from account #21-458-631 Special Proj: Thorne Spec. Use to account #21-458-632 Special Projects-Grants. There was another invoice paid from that account, so she will not be able to transfer the entire \$6202.25.

Cheryl also referred to the Expense: Collections that is currently over budget. A move of funds from one line item to another is not necessary if our Available Discretionary Budget is in line and at this point it is.

Another point made by Cheryl is the need for all purchases for the library and the Friends, to go through the City so that the City's insurance will then cover the purchases both for liability and any future insurance claims.

DIRECTOR'S REPORT: Judi Poorte

The staff is gearing up for the Summer Reading Program with a staff meeting being held tonight to make assignments for the program. The staff will also receive training for the new gaming computers on setting parameters and policies to make usage fair for the patrons.

Preparation is currently underway for the Teen Marvel Party. It has been a big success previously with a lot of teen involvement.

A discussion on fines brought up the following points.

- People are more willing to pay for lost books if they don't also have to deal with up front fines.
- Fine payment is awkward and sometimes embarrassing at the front desk, with some choosing to not come back to the library.
- Other libraries are doing away with fines.

Cathy made a motion for a trial period of six months to forgive current fines and no fine charges for overdue books. Book replacement fines will not be included and will still be in force. Jenny seconded the motion. Motion approved.

The staff will start a 'Spring Cleaning' campaign and advertise the new, no fines, for overdue books.

POLICY UPDATES: Cathy King

A copy of the North Logan City Library: Strategic Plan, written by Jenny Lyman was reviewed. The board thought Jenny did an excellent job and thanked her for her time and work. Alice had forwarded a copy of the Strategic Plan to James Britsch, soon to be, North Logan City Library Director for his suggestions. James suggested the Technology section be shortened and the overall plan condensed some to make it less lengthy. Otherwise he thought it was well written and accurate. Jenny will rewrite, shorten, and present the plan at our next meeting. Thanks to Jenny from the board for her work.

Non-board members were excused for a closed executive session.

Next board meeting will be held on April 9, 2018 at 1:00 PM at the library

Minutes submitted by Cristal Robbins