

MINUTES
North Logan City Board Meeting
April 14, 2022 – 1:00 pm

Welcome: Emily Wheeler, Chair, welcomed all in attendance. Those present included; Steve Derrick, Chair Elect; Linda Young, Treasurer; James Britsch, Library Director; Joni Kartchner, City Council Representative; Lisa Wilcock, President, Friends of the Library; Janean Huppi; Jenny Lyman; Lorna Wanlass; Flora Shrode, Secretary

Minutes from March 10, 2022: Flora had distributed the minutes of the March meeting via email. Steve moved to approve the minutes; Jeanean seconded; all voted in favor.

City Council Meeting: Linda Young reported that James did a good job presenting the library's FY2023 budget to the City Council. Alan Luce, City Administrator, commented that it was "only a six month budget," which raised questions, as he said that about only the Library budget, not other City departments.

A loan from the Community Impact Board (CIB) has been approved for \$5 million with 30-year term and 2.5% interest to help pay for construction of city offices and expansion of the library. The city is very concerned about building costs, and the square footage of planned building's footprints may need to be altered. The city was ready to call for bids but will require a "fixed price." Mayor Lyndsay Peterson planned to clarify that in the call for bids and to disclose the City's available funds. Groundbreaking is anticipated in May for North Logan City Offices and in fall of 2022 for the Library expansion. Funding sources for the library expansion include: the CIB loan; private donations; The Dell Loy Hansen Foundation;; the Thorne Endowment via funds typically donated to the Friends of the Library. Mr. Hansen will match funds raised for the library expansion up to \$1 million.

Budget Report: Linda Young, Board Treasurer, handed out the budget reports dated April 11, 2022. April represents 75% of the fiscal year; 74% of the budget has been spent. Average costs over the year are \$41,000 to operate the library and \$6700 on collections. Monthly spending for wages varies due to hourly workers. The budget category of collections and programs has \$2300/month for the remainder of the year.

Joni asked about the expenses for telephones. James explained that North Logan City pays a company called AllTech for i.p. phone service rather than traditional phone lines. AllTech bills the city, which then takes funds from departments' accounts. Linda had noticed that phone bills weren't paid for four months; the city caught up in February.

Steve moved to accept the budget report; Jenny seconded; all present voted in favor.

Friends Report: Lisa Wilcock, President of the Friends of the Library, reported that they have been working busily with library staff members to plan summer events and to include fundraising opportunities. While most events this year will remain free of charge, there will be numerous opportunities to donate to the library expansion. The City Youth Council will assist with activities where there will be concessions and items for sale such as apparel with the library logo and glow in the dark toys. The Friends will store materials in their supply closet.

Director's Report: James Britsch, Library Director, handed out a draft floor plan for the library renovation

and expansion. The Design West architecture firm, who developed plans for the Logan City Library, is working on plans for the North Logan Library. One drawback is that there will not be much net gain in floor space to house collections. An important goal is to correct HVAC problems that have plagued the existing building since it opened. While Design West architects do not have much experience specific to library facilities, James finds them willing to listen and learn about needs. Primary constraints are a tight budget and competing needs for use of space

A “civic center” space will be added to the existing building. That will include a ballroom with adjustable walls, which will be available for citizens to rent (procedures for reservations and payment remain to be determined). James anticipates that moving collections will require one full day to place them in the future ballroom area, where they will reside until they can be housed in the renovated library space.

James reiterated Lisa’s message that summer events will be oriented toward fundraising for the building expansion while keeping events free to participants. Sales of various concessions and products will generate some financial returns for the building project.

A Summer Fundraising Party will be held June 10, 2022, 6:30-8:30pm (standing in for the traditional Summer Reading Kick Off event), and suggested donations will be \$10/family, \$1/person. Movie Nights are planned for June 17 and July 15, 2022 at 9:00pm; these will be held on the Greenville Elementary lawn, as the status of the existing library lawn is uncertain with city office construction pending. A BINGO night will take place on two dates, June 21 and July 19, 2022 at 7:00pm with a \$20 entry fee and chance to win donated prizes. Library staff are busy asking North Logan businesses for donated prizes, and some big-ticket items, merchandise, and vouchers have already been secured. An Art Festival and Auction will take place on July 30, 2022, 10:00am - 7:00pm; this is modeled after a popular event in Spring City, Utah that has been a significant fundraiser. North Logan City Library will hold a hybrid art exhibition and auction. Volunteers are needed for that event. Other plans include Jason Porter, Magician, a comedy troupe, and a ventriloquist from Rocky Mountain Puppets (two performances are planned to take place at the Real Salt Lake training facility, and a fee will be charged at the door). A closing social is planned for early August with a water fight and foam dance party.

James credited library staff members Heidi Taylor and Jamison Smith for their energetic efforts to organize all of the summer activities.

James reminded board members that one of our duties is to work with him to establish and revise policies, and he recommends that we review existing policies soon. When James arrived in 2018 he collaborated with the board to propose policy revisions, discuss needs, and edit documents. He made the policies accessible on the Library’s website. The board agreed to revisit one or a few policies each month to keep them up-to-date. Careful consideration will go into establishing policies for use of the new community center/ballroom spaces to be built.

Motion to dismiss: Steve moved to adjourn the meeting; Jenny seconded; all voted in favor.

Next board meeting May 12, 2022