

**North Logan City Library Board
Meeting Minutes, April 9, 2019**

I. Welcome and Roll:

Jenny Lyman, Library Board Chair, welcomed all in attendance, which included: Lyndsay Peterson, President, Friends of the Library; Christie Hansen; Steve Earl; Cheryl Fullmer, Treasurer; Cristal Robbins; Charlotte Brennand; Von Mendenhall; Emily Wheeler; James Britsch, Library Director; and Flora Shrode, Secretary.

- a. The minutes from the March meeting were approved pending a correction to one sentence.
- b. There was no follow-up business from last month.

II. Friends Report:

Lyndsay Peterson, President of the Friends of the Library will inquire of the managers of the Thorne Endowment about timing of the next distribution of funds for the library so that James may plan ahead.

III. Budget Report:

Cheryl Fullmer, Treasurer, handed out a budget report from North Logan City. She pointed out the line for Library Software Maintenance, where \$40,185 has been spent of the budgeted \$45,000, which equates to 89% of the funds although we stand at 75% of the fiscal. Library Director, James Britsch explained that the percentage is a result of timing of payments for some subscriptions, such as for online article databases, that will require no further spending this year. The budget for collections is similar in that it reflects 82% expenditure because of timing with ordering, receipt, and billing. James does count on spending 100% of the collections budget in FY2019. Cheryl recommends that James have a prospective budget for FY2020 for the Board to review. Not surprisingly, that is what he has to present at this meeting.

IV. Director's Report:

Library Director James Britsch was required to present a proposed budget for FY2020 at the last North Logan City Council meeting; he distributed copies of both the budget proposal and a two-page explanation for any budget line where James proposes an increased allocation. One area is collection development, where James recommends an increase from \$51,600 to \$58,000 to support improving both print and online collections, especially more library materials accessible via cell phones and tablets.

For the Special Projects & Programs line, James recommends increasing the budget allocation from \$19,400 to \$23,000 to support goals to expand computer literacy training, initiate budget planning workshops for families, and any additional programs to meet community education needs. Cheryl asked if James anticipates spending all of the funds allocated to

programs for this year, and he does indeed, as summer reading is a major expense and yet to occur in 2019.

No increase is requested for article databases and online programs, as James has negotiated to maintain or reduce pricing for the library's purchases in this area.

James requested increased funds for wages and benefits, to \$240,000 for FY20 from the FY19 allocation of \$219,000. He reminded the Board that benefits generally represent about 33% of wages.

a. Proposal to establish a Public Services Librarian position

James presented a draft job description for a full-time, professional librarian position with the title of Public Services Librarian. Primary job responsibilities would be to provide reference service, perform collection development (purchase books and other materials), oversee teen programs, and work cooperatively with the library director to coordinate other programs. This job would require a master's degree in library science (MLS) and would have a forty-hour per week schedule with some flexibility to work evenings and weekends. The proposed salary range is \$34,000 to \$44,000.

James rationale for this position is that he can use more help in light of the workload that he places on part-time employees. The person who currently manages the very popular and well-attended teen programs will graduate with an MLS degree this spring and will enter the job market. A second full-time librarian would make it possible to have a professional in the building during more of the library's hours of operation. The public services librarian would join James in planning for a new library and museum facility that North Logan City aims to construct.

Currently, the library has one other full-time staff member in addition to James, and all others work part-time. A question arose about whether James anticipates needing to redirect some funds that are presently used for part-time positions to afford a salary for a new librarian. He knows of some part-time staff who will be leaving the library, which will help with budgeting. Board members see the benefit having a second full-time professional on the staff.

Charlotte moved that the Board approve James' pursuing the establishment of a Public Services Librarian position. Von seconded; all present voted in favor of the motion.

In other news, James reported that he was nominated for an office in the Utah Library Association (ULA). He came in second with the vote count for the initial position but has been asked to serve as a member at large on the ULA Board. He agreed and will attend ULA board meetings monthly.

V. Internet Access Policy:

Every three years libraries must review their internet and online access policy to ensure that it complies with Utah Code Annotated Section 9-7-215 and 9-7-216 (available online: <https://le.utah.gov/xcode/Title9/Chapter7/9-7-S215.html>). James received from the Utah State

Library instructions about the specific policy information and cover letter that we must submit by July 1, 2019. Flora will provide copies of the existing policy to the Library Board, and at our next meeting we will discuss any updates needed and the process for submitting the required information.

VI. Questions from Public Attendees:

There were none.

The next meeting will be May 7, 2019, 1:00pm.