

North Logan City Board  
Meeting Minutes -- *DRAFT*  
12 August 2021 – 1:00 pm

Welcome:

Steve Derrick, Vice Chair, filled in for Emily Wheeler, Board Chair, and welcomed all in attendance, which included James Britsch, Library Director; Jenny Lyman; Kate Petersen; Lynette Taylor, Past Chair; Linda Young, Treasurer; Charlotte Brennand, Liaison to the Friends of the Library; Lyndsay Peterson, President, Friends of the Library; Morgan Taylor, Guest (Library Employee); Flora Shrode, Secretary.

Minutes for 8 July 2021:

Flora Shrode, Secretary, had distributed the minutes from the meeting on July 8, 2021. No changes were recommended. Lynette moved to accept the minutes; Linda seconded the motion; all voted in favor.

Friends report:

Lyndsay Peterson, President of Friends of the Library, reported that the Friends intend to shift the annual Pioneer Day breakfast away from a fundraising activity, as it is difficult to recruit enough volunteers, and donations do not justify the effort. Most recently, Lyndsay and others have held discussions with North Logan City Mayor, Damon Cann, about planning for a new library facility.

Budget report:

Linda Young, Treasurer, distributed the latest budget reports. She interprets financial reports from the city administration about the library's budget and seeks clarification when needed. Linda reminded us that the Board has responsibilities to audit the budget and to advise the Library Director throughout the year. The FY2021 year-end report reflected some changes to the original budget, and Linda has learned that such changes are apparently standard government accounting practice. Bookkeeping adjustments that we saw did not affect the actual budget, e.g., the Library's ability to spend allocated funds.

The Library should receive \$412,723 from proprietary tax revenue in FY2022, according to a tax report that Scott Bennett, North Logan City Recorder, provided to Linda. That is more than the officially budgeted \$401,903, and Linda explained that the difference goes into an "unspendable account." In discussions with DelLoy Hansen about Thorne endowment supplemental funding for the library, he added \$50,000 without any clear requirements or conditions. Linda recommends that James confer with Scott Bennett about how that \$50,000 may be used.

Linda expressed concern that expense reports from the city always lag at least a month behind the actual expenditures (purchase transactions), which can be challenging for library staff as they track accounts. Final monthly budget reports from the city are usually available to city departments by the 15th or 17th. Linda asked if board members would prefer to see reports that are a month behind what we traditionally have seen, as that would allow for the lag in receipt of bills and payments, including wages and benefits, and the expenses reflected will be more accurate. All present agreed that we would

prefer that, and Linda will begin this practice with the September 9, 2021 meeting.

Charlotte moved to accept the Treasurer's report; Jenny seconded; all present voted in favor.

Director's report & training:

James Britsch, Library Director, invited Morgan Taylor to accompany him to the meeting. Morgan was hired in June and dove in to oversee several summer reading programs and activities. The events have been very successful with more than 200 people attending each event; on some of the dates, 600 total people attended. James hired a professional photographer for some of the activities to have photos for promotional purposes and social media. Morgan reported that the teen programs will resume soon with two events planned each month. Some of these include a monthly Nintendo tournament, an "Adulting 101" class, after school Lego club, a monthly STEM craft activity for elementary age children, and a weekly coding (computer programming) club for kids ages 10 to 18. James commented that in response to input from city leaders, the Library is increasing the programs provided even though they already offer more activities than the Logan City Library.

Annual report:

Lynette Taylor, immediate past board chair, distributed a thorough, succinct draft of an annual report that summarizes the library's accomplishments and presents performance measures assessed by the Utah State Library. All present agreed that the report fulfills the board's responsibility and is ready to submit to the City Council.

Motion to dismiss: Charlotte moved to adjourn the meeting; Kate seconded the motion; all voted in favor.

Next board meeting 9 September 2021, 1:00pm.