

North Logan City Library Board
Minutes
August 13, 2020, 2:00pm

I. Welcome -

Flora Shrode, Secretary, welcomed all in attendance, as she filled in for Lynette Taylor, Library Board Chair, who was excused from the meeting. Those present included Emily Wheeler; Jenny Lyman; Von Mendenhall; Linda Young, Treasurer; Lyndsay Peterson, President, Friends of the Library; Charlotte Brennand, Board Member and Liaison to the Friends of the Library; Judi Poorte, Librarian

- a. Minutes from July 9, 2020 - Flora asked if everyone had read the minutes from last month's meeting. Charlotte moved to approve the minutes; Jenny seconded; all voted in favor.

II. Friends Report: Lyndsay Peterson

The Friends will meet on Monday, Aug. 17. They intend to modernize management of the used book sale by developing an online inventory and regularly reviewing the supply to keep books moving. Income from the used book sale is returned to the library to purchase new titles. Friends members will investigate book prices in order not to set prices too low for valuable titles.

III. Budget Report: Linda Young

Linda handed out copies of the July 2020 budget report from North Logan City for the Library along with the following three pages, each dated July 31, 2020: balance sheet, revenues with comparison to budget, and expenditures with comparison to budget. These three summary pages are much easier to read and interpret than the budget summary sheet that we receive from the City. Linda explained that the value we questioned in July, \$58,296, was an "artificial number." She highlighted numbers on the earlier budget summary, which shows \$626,620 as "this year budget," and \$568,224 for "this year actual." The difference was \$58,296. However, upon examining the number more closely, Linda determined that \$15,446 was the actual value remaining in the budget at the time of the last report we viewed.

The budget stands at 8.3% or a bit less spent, which is reasonable for July 31, 2020, the first month of the fiscal year.

IV. Library Director's Report: Judi Poorte

Judi met with us in James Britsch's absence. She reported that the library has resumed regular hours, Monday - Friday, 10:00am - 7:00pm and 10:00am - 2:00pm Saturday, and that it's been very quiet, especially in the afternoons. On-shelf hold and curbside delivery are working

very well; many patrons appreciate the convenience of having items delivered to them.

V. Mayor Damon Cann
Utah Open and Public Meetings Act
Discussion - Q & A

Mayor Cann joined us to provide a review of the Utah Open and Public Meetings Act (OPMA), which applies to the North Logan Library Board. The Utah State Library recommends that we review the act and follow the rules it stipulates for public bodies. The legislative intent of the OPMA is clear from the opening text of the law and directs public bodies to conduct their activity openly when making decisions, or recommendations about decisions, to use taxpayer funds.

The text of the act is available online (http://www.ulct.org/ulct/wp-content/uploads/sites/4/2013/02/Open_Public_Meetings_Act-05-2010.pdf).

The opening text follows:

Utah Code -- Title 52 -- Chapter 04 -- Open and Public Meetings Act

52-4-102. Declaration of public policy. (1) The Legislature finds and declares that the state, its agencies and political subdivisions, exist to aid in the conduct of the people's business. (2) It is the intent of the Legislature that the state, its agencies, and its political subdivisions: (a) take their actions openly; and (b) conduct their deliberations openly.

The North Logan City Library Board and the North Logan Planning Commission are subject to the OPMA because the business they conduct affects spending of taxpayer funds.

Important points to understand include:

What constitutes a meeting? A meeting is defined as an in person or electronic gathering where a quorum of the group is assembled to conduct the body's business. When Library board members run into one another in public, that does not constitute a meeting because they have not gathered with a purpose. Convening a quorum in an impromptu manner would violate the OPMA.

Notice is required for meetings. The agenda should be posted physically at the meeting site and online on the open meetings website twenty-four hours before the meeting. Notice should be posted if the meeting time changes from its regular schedule or if a special meeting is called for a different time. An exception is an emergency meeting, in which case the Board Chair should make an effort to provide as much public notice about the meeting as possible. The agenda is supposed to be submitted to the local newspaper of record. [The Library Board submits its agenda to the Logan Herald Journal, but they do not publish it.]

Meetings should be recorded and audio files made available on the open meetings website.

Meeting minutes should reflect the substance of what took place; they need not be a verbatim report, as the recording is available to provide complete details. Meeting minutes should be posted within thirty days of their approval. The Library Board usually has some delay in meeting that requirement, as we meet only monthly, but minutes are posted promptly.

The door to the meeting room should remain open, and anyone is welcome to observe at all open meetings. Members of the public may observe, but they may not participate or engage in the discussion. The chair of the meeting may call on visitors for comment but is under no obligation to do so. This distinguishes a meeting from a hearing, where public comment is invited.

Exceptions to the OPMA are rare. A public body may meet to discuss the competence, character, or health of an individual in an executive session, and in those situations, the rules about public notice and access to minutes do not apply. The session should still be recorded and minutes taken, but these are maintained as separate, protected files and documents. The chair of such sessions is required to sign a document that attests to the fact that the only topic discussed at the meeting was the competence, character, or health of an individual. Board members may vote to keep such records as protected documents, but their vote applies only during their term of service. Subsequent boards could vote to make formerly protected documents and files part of the public record.

Other topics that may justify meeting in a closed session are extremely unlikely to apply to the library board, but they include: discussions about deployment of security devices; collective bargaining; transactions involving real property; or pending or reasonably imminent litigation.

VI. Other Business

Mayor Cann discussed plans for a new library facility and the necessity to scale the concept back from an initial idea for a library, community center, and children's museum because of prohibitive costs. Architects' early programming ideas came with an estimated price of \$26million for construction, when the City likely could provide \$12million at most. A \$13million idea from the architects did not provide significantly more square footage than is available in the existing library. In order to be good stewards of City funds, Mayor Cann and city leaders are examining several options, including the possibility of expanding the existing library building to accommodate larger collections, more public meetings and activities, and traveling exhibits. A priority is to replace the library building's HVAC system that functions poorly now, and that will be very expensive because of the age and design of the building.

Mayor Cann reminded us that he values the work we do as a Library Board and that he welcomes questions and input from us and all the citizens of North Logan.

Adjourned at 3:30pm. Next meeting will be Thurs., Sept. 10, 2020, at 2:00pm.