

North Logan City Library Board  
Meeting Minutes  
August 8, 2019

- I. Welcome and Roll: Jenny Lyman, Chair, welcomed all in attendance, which included Christie Hansen; Emily Wheeler; Cheryl Fullmer, Treasurer; Steve Earl; Lyndsay Peterson, President, Friends of the Library; James Britsch, Library Director; Flora Shrode, Secretary.
  - a. July meeting minutes will be reviewed in September; Flora missed the meeting and will transcribe minutes from the recording.
- II. Contact list: Board members have provided their phone numbers, email addresses, and mailing addresses. Flora will type the list and distribute copies at the September meeting.
- III. Friends Report: Lyndsay Peterson, President of the Friends of the Library, reported that the July 24 Pioneer Day breakfast was well attended; she does not have a report of revenue generated but should have that information soon. Joe Hawkes has spearheaded this event for many years, and a replacement is needed. Kate Anderson shadowed Joe to learn the process. Joe is specially qualified to recruit volunteers for the event as well as donations from local businesses.
- IV. Budget report: Cheryl Fullmer, Treasurer, distributed a summary page from the July 2019 Library budget report. The report shows 4.17% of the budget spent, which likely means that not all activity had been reported when this summary was prepared.

Cheryl inquired about a dress code for library employees, a topic discussed at the July Board meeting. James Britsch, Library Director, is seeking guidance from the Utah State Library about this topic.

James explained that book purchases have been delayed somewhat because Michelle Tippetts has been on maternity leave; she plans to return to work Aug. 19. Michelle processes large orders for books, thus spending is somewhat behind for FY20.

- V. Director's Report: James Britsch, Library Director, has hired a computer/technology teacher. This person will revive the library's Coding Club and will offer a basic computer literacy course that will be open to the public. The course will be geared toward senior citizens but will be open to anyone. James hopes to offer standalone workshops focused on specific skills such as library research (Google features or "hacks") and budget management. Jameson Smith is the Library's programming

coordinator. The fall schedule of workshops and events is still in planning stages. James is still hiring staff members and establishing work schedules. Dates for programs and other events should be ready soon.

The Library no longer hosts a “closing party” at the end of the Summer Reading program, but James will hold a celebration for library staff members to thank them for their support of Summer Reading, which has been a big success.

The Harry Potter Party is scheduled for Oct. 25, 2019. James anticipates a large turnout based on the popularity of this event last year. He plans entertainment for attendees, while they wait in line.

James needs files for minutes and recordings from Library Board meetings to post on the Library’s website. These are on the Utah Public Notice website. Jenny will show Michelle where to find the audio files, and Flora will send PDF files of minutes to James and Michelle.

Jenny reported that North Logan Mayor, Damon Cann, will meet with the board soon to offer training about public meetings; she is arranging the date and time for that.