

**Minutes**  
**North Logan City Library Board**  
**Virtual Board Meeting**  
December 10, 2020, 2:00 p.m.

**Welcome:**

Lynette Taylor, Board Chair, welcomed those in attendance, which included: Steve Derrick; Linda Young, Treasurer; Lyndsay Peterson, President, Friends of the Library; Charlotte Brennand; Kate Petersen; Jenny Lyman; James Britsch, Library Director; Emily Wheeler; Buzzy Mullahkhel, Liaison to City Council; Von Mendenhall; Flora Shrode, Secretary,

Lynette asked if everyone received the file she sent with an updated roster of board members and if anyone would like a green print out.

**Minutes for November 12, 2020:**

Flora sent the minutes to everyone present. Charlotte moved to approve them; Steve seconded; all present voted in favor.

**Friends Report:**

Lyndsay Peterson, President, Friends of the North Logan City Library reported that the Harry Potter raffle was fun, and prize winners were very pleased. The Friends will take a break in December. They will hold their annual meeting in January unless the date coincides with President's day, in which case they will postpone the meeting until February.

**Budget Report:**

Linda Young, Treasurer reminded the group that fiduciary responsibility is a crucial role of the North Logan City Library Board. Before the meeting Linda sent board members the budget summary report from North Logan City and a pie chart that she prepared to help visualize the Library's budget; she displayed these for our meeting via Zoom.

The pie chart shows roughly 14%, \$55K allocated to "facilities/admin," and this money returns to the City from the largest income source (tax support and city allocation). A Library capital fund is listed with \$20K, and the City sets aside this money to use for renovation and significant maintenance for the Library building.

Steve asked when the property tax funds are deposited and appear in the library account. Taxes are collected in Dec., thus the budget report we have today shows the library in the red. The City Council has the same situation, as tax revenue arrives at the end of the calendar year.

James offered clarification on property tax support. The funds devoted to the City Library are based on an established percentage of the entirety of all property tax collected from North Logan City. Steve asked if the funds from property tax go into an interest earning account. We do not know the answer. Lynette and Linda plan to visit with NL City Administrator, Alan Luce, after the first of the year to learn more details about how the property tax is allocated to the Library.

Lyndsay added that Thorne endowment funds are deposited into a separate account similarly to the way the property tax funds are managed for the library. The Thorne endowment is intended to supplement the Library's primary operating budget. Endowment funds and the special project allocation provide more than 25% of the total budget.

The line labeled “fund balance” shows \$31,000 and is money carried over from previous years. The board hopes that those funds will cover any unanticipated needs that arise over the course of the year.

James has budgeted funds over three years in the hope of using them to pay wages and benefits for a second librarian, but he has not been able to hire anyone yet. The funds in that budget line have been used to meet expenses to pay wages or to meet other needs.

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

### **Committees Currently at Work:**

The Mission Statement subcommittee reported today. Members are Emily Wheeler as lead, James Britsch, Steve Derrick, and Jenny Lyman. The most recent library mission statement on record was established in 2018. Research showed that many public libraries’ mission statements mention lifelong learning. The group drafted a new statement that includes that phrase.

Lynette asked if the proposed draft includes sup-points/bullets. The mission statement committee assumed that those further points fit most appropriately in the next part of the Trustees Manual. Emily read the mission statement to board members:

#### 2020 North Logan City Library Mission Statement

The North Logan City Library provides resources, services, and opportunities that empower patrons and promote lifelong learning. Through purposeful, creative experiences, we enrich lives and strengthen our community.

Steve moved to approve this statement; Jenny seconded; all voted in favor.

Everyone should review their handbooks and discard old versions of mission statements that they may have. Kate asked if the mission could be framed and posted in the library, perhaps in the story time room. While that particular space belongs to North Logan City, board members like the idea of displaying the mission statement visibly. Lyndsay suggested that possibly it could fit in the foyer, while decisions about library building changes/expansion are ongoing.

The other subcommittees who are presently convening are:

By Laws --- Linda Young, lead; Von Mendenhall, Lynette Taylor

Handbook Update --- Flora Shrode, lead; Charlotte Brennand, Kate Petersen

### **Meeting time discussion:**

Lynette asked if board members could change our meeting time to 1:00pm on the second Thursday of the month to accommodate various board members’ schedules. Everyone agreed to this new time.

### **Library Director’s Report:**

James Britsch, Library Director, met with Lynette and Linda yesterday to discuss the roles of North Logan City departments.. For example, the Police and Fire departments must deal with negative situations, emergency preparedness, and crises. The Library, in contrast, primarily has the

chance to be involved with positive aspects of life by serving as a center of the community and a place that brings people together.

The Library works in partnership with charitable organizations. Currently, the Library is holding a food collection drive to support the Cache Valley Food Bank. Library patrons may donate food in exchange for waived library fines, and Santa's sleigh is set up in the Library foyer and fills quickly. Members of the Friends of the Library pack up the donations so that the sleigh can fill again. This year overdue fines have been curtailed as a gesture to ease life with COVID, yet people still donate food. Another effort is a collection in cooperation with CAPSA (Citizens Against Physical and Sexual Abuse) to provide Christmas gifts for local families. The library has a list of specific needs. James mentioned also that the North Logan Youth Council has conducted a cereal box collection fundraiser. Another example is the local Sub for Santa program, which has operated completely online this year for COVID safety. James asserted that the Library is distinguished among community organizations for its broad, positive outreach.

James reported on the Harry Potter raffle, sponsored by the Library and Friends of the Library. He and Lyndsay had fun at the drawing and handing out the prizes. The Library had many entries and has received many positive comments about the activity.

A Writing Contest is underway. Former employee, Jameson Smith, has the initial idea; he has left the library for a full-time job. The Contest extends through February 20, and winners will be announced March 20, 2021. Entries will be judged by USU writing center students and a celebrity author.

Planning has begun for Summer Reading in 2021. Library staff will advertise in January and February for an assistant to oversee the program, hoping to hire in March, and to have the person in place by April. Everyone hopes that a vaccine for COVID19 will be available in time to hold summer reading events as usual.

James has been communicating with the Utah State Library in their capacity as a support system for public libraries to explore the possibility of removing fees for interlibrary loan (ILL). It is important to the state library that public libraries charge no fees for citizens to have access to information they need. State Library representatives suggested that perhaps the North Logan City Library could apply for a grant that would enable removal of the fee of \$3 per request. Given how little ILL is used, James has been hesitant to pursue a grant because of the labor and expense that grants require. But he is willing to consider that and to promote interlibrary loan as a way to discover if there is demand.

North Logan City reimburses staff members for travel to local libraries to collect materials to loan to North Logan City Library patrons and to deliver materials to lend to other libraries' patrons. Postage and shipping are expenses associated with interlibrary loan. Demand for ILL has been low in recent years, so James has minimal concern about the costs for shipping/postage associated with borrowing/lending. Fee revenues from photocopies could likely cover North Logan City Library's expenses for the service.

We will add discussion of Interlibrary Loan to the agenda for the January meeting so that board members can review, discuss, and vote on any further action.

James reported that the North Logan City Council approved yesterday (Dec. 9, 2020) funding to replace the lighting in the library, which has been needed for a long time. The nature of the lighting requires specialty fixtures to be built before installation.

Investigative Report:

City Councilman Buzzy Mullahkhel, who serves as liaison to the Library Board, reported on his effort to find record of the establishment of a public library in North Logan City in response to Lynette's request. She sought to find a formal statement but could not locate a record. Logan City's establishing a public library. Buzzy found a record of a City Council discussion about creating a library board board, dated Jan. 5, 1995, in a 442-page document of City Council actions. He will send board members a file with the relevant pages as well as the entire document for our perusal. Buzzy confirmed with Alan Luce, City Administrator, and Scott Bennett, City Recorder, that the establishment of the library was made formal.

**Next Board meeting Thursday, January 14, 2021 - 1:00 p.m. *Note new meeting time.***