

North Logan City Library Board
Meeting Minutes
February 10, 2022

Attendance: Emily Wheeler, Board Chair; Steve Derrick, Chair Elect; Linda Young, Treasurer; James Britsch, Library Director; Joni Kartchner, City Council Representative; Jeanean Huppi, New Board Member; Lisa Wilcock, President of Friends of the Library; Charlotte Brennand; Flora Shrode, Secretary

Welcome: Emily welcomed all in attendance. We are happy that Lisa can join our meetings.

New Board Members: Jeanean Huppi has agreed to serve on the Library board; the Mayor approved her service a few days after this meeting. Charlotte has asked John Bailey, former North Logan City mayor and former City Council representative to the Library Board if he would be interested in serving as a board member. She will send Mayor Lyndsay Peterson John's contact information to follow up with him. Emily assured the group that Mayor Peterson will act quickly so that we can have full membership as some people will cycle off July 1, 2022. Joni will talk with another person, Lorna Wanlass, who may be interested in serving as well. We will continue to consider additional members.

Minutes from the January 2022 meeting: Emily distributed minutes that she and Linda prepared. Steve moved to approve the minutes; Charlotte seconded; all voted in favor.

Library Board's Role in North Logan City Governance: Linda distributed a flow chart depicting the relationships among city leadership and the library. The chart shows the Mayor, City Council, City Administrator (Manager), and Library Director/Department Head, Library Staff, Library Board, and the Friends and the Thorne Endowment Board. The Thorne Endowment Board communicates actively with the Friends and the Library Director, as the endowment provides supplementary funding for the library to enhance the allocation provided each year by the City and some State Library support.

Emily will meet with Alan Luce, North Logan City Administrator and with Mayor Lyndsay Peterson. It will be good if Linda, Steve, James, and Lisa can join that discussion to help clarify responsibilities and reporting.

Friends of the Library: Lisa Wilcock is the newly elected President of the Friends, and they will hold their annual meeting in March. They currently are focused on assisting in the goal to improve and enlarge the library facility and to do so without increasing taxes. The challenge is how to pay for construction with no new funding. The Thorne Endowment supplements the Library budget, annually providing approximately \$140,000. In previous years, additional funds have been provided from the endowment for special projects that enhance the library's

collections, services, and facilities. This year the Friends will not have additional funds for that purpose in order to reserve money for construction. The Friends' saving account is in good shape, and they are prepared to direct the available funds to the building project.

Mayor Lyndsay Peterson will arrange a meeting with the Thorne Endowment administrators, Dell Loy Hasen's group, to clarify plans, to establish a legal agreement about how funds are designated, and to ensure maintenance of donations to the Library.

Lisa described events planned for spring, including a plant exchange and seed library on Saturday, May 21, 2022. If possible, some members of the Friends will make the "book buggy" available so that people who attend the event may purchase gift books. Art on the Lawn, a summer event that has not been held for the past few years will return this year. Library Program Coordinator Heidi Taylor will organize that event.

Director's Report: James reported that Dell Loy Hansen and Mayor Peterson are excited about the planned construction to expand the Library building. Heidi Taylor has recently been hired as Program Coordinator, and she brings high energy and good ideas to the job. She is very compatible with James and the library staff; he detects a boost in overall morale since she has arrived. Heidi's contribution enables James to focus on his primary job.

The Library's online catalog comes from a company called Sirsi and is an integrated library system (ILS) commonly used in public libraries. It is very expensive, e.g., software maintenance cost \$37,000 in FY22. James is investigating a different open source system called Koha from a company called Bywater Solutions. The company would charge \$22,000 for both the ILS software and to host the website. As an open source system, Koha is adaptable to meet specific needs, and James could have access to the code to customize the ILS. This change could help reduce expenses, which is always good and would be especially beneficial as the City plans to pay for construction.

James has been reviewing the online databases that the library provides with an eye to reduce spending. The Utah State Library provides some of the databases, and James is focusing on those that the Library subscribes to independently. LinkedIn Learning is an example of one database that the NL Library pays for independently of the State Library, and James thinks maintaining it is justified because many people, especially USU students, use it. USU students' purchase of nonresident library cards generates some revenue and good publicity for the library.

James and Heidi have met with Lisa Wilcock to plan events and to discuss publicity. They hope to combine weekend events with the Summer Reading kick off and possibly a 5K road race. They plan to promote events widely, including in the City Newsletter, to generate interest and community involvement.

Budget Report: Linda handed out the latest report that she has, which does not include the numbers for February 2022. She highlighted areas that are going over budget. An unexpected \$10,723 has been received from taxes. James reminded us that the library staff will not order from the Ingram book vendor after March, as that company is always slow to send invoices, and

the delay has caused problems in balancing the budget in the past. Scott Bennett, City Recorder, sends Linda the full report for the library budget. Linda exports that to Excel to analyze the numbers and look for anomalies or unspent funds. James can add notes to the budget software that the City currently uses.

The annual budget request for FY23 will be due in March. James brings that to the Library Board and submits it to Alan Luce; he presents the budget to City Council for feedback, and the Council ultimately approves it.

In the collections category, James and Library staff will try to spend most of that by the end of March to allow for delayed invoices and will minimize purchases from April until June 30.

Dell Loy Hansen has provided \$50,000 that is specifically set aside for library expansion. Roof repairs have been necessary, and insurance is anticipated to cover the expense for those.

Steve made a motion to approve the budget report; Flora seconded; all present voted in favor.

Charlotte moved to adjourn the meeting; Steve seconded.

Next Board meeting will be held March 10, 2022 at the Library.