

North Logan City Library Board
Meeting Minutes
February 11, 2021

Welcome-

Lynette Taylor, Chair of the Board, welcomed all in attendance, which included: Charlotte Brennand, member and liaison to Friends of the Library; Lyndsay Peterson, President, Friends of the Library; Jenny Lyman; Von Mendenhall; Emily Wheeler; James Britsch, Library Director; Kate Petersen; Linda Young, Treasurer; Steve Derrick; Buzzy Mullahkhel, Liaison to City Council; Flora Shrode, Secretary; Guests: Emily Crane, Cataloger; Morgan Capitan, Library employee and MLS degree student.

Minutes for January 14, 2021 -

Flora sent the minutes from the last meeting and asked if anyone had corrections or changes to suggest. There were none. Steve moved to accept the January minutes; Charlotte seconded; and all voted in favor to accept.

Friends Report-

Lyndsay Peterson, President of the Friends of the Library, reminded us that the writing contest is underway with a Feb. 27, 2021 deadline. The announcement of winners and presentation of prizes will take place via Zoom.

Lyndsay met with Lynette, James, and North Logan City Mayor, Damon Cann to discuss the potential for a new library facility. They believe that this is a realistic goal but know that it will take some years to accomplish. In the meantime, the lobby of the current library building will continue to house the gift book sale, which raises funds for the Friends to enhance the library's budget and to sponsor special events.

Lyndsay summarized by saying that the Friends will put on hold any expenditures to make changes to the existing library facility in cases where the features in question will be superseded by a new library building. For example, some think the library's lobby could use some rearrangement, but the bookshelves there were custom made to fit the space so they will continue to accommodate the ongoing gift book sale. Lyndsay has done a beautiful job of tidying up the sale books and creating an active inventory so that the Friends can send many titles to Better World Books, which sells and shares profits with the Friends. Books kept in the lobby display are those most likely to sell locally.

Budget Report -

Linda Young, Treasurer, reviewed the current budget report, which she had sent to board members before the meeting. With about 58% of the fiscal year past, most of the budget lines are in good shape, although we continue to anticipate a shortfall, which we have discussed at earlier meetings. Linda communicates with James and with the North Logan City Recorder, Scott Bennett, to track expenditures and to plan to accommodate the Library's budgetary needs.

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

Library Director's Report

Library Director, James Britsch, addressed two topics. First, he provided the group with some background about collection development and weeding, and second, he presented the online forms for library card applications.

Before the meeting, James sent the board a document containing the sources he consults for collection development, which is library lingo for buying books and other sources. He explained that the list he sent applies to adult collections, not children or teen/young adult titles. James also sent a presentation from the Texas State Library & Archives about weeding, which is library lingo for removing books and other materials from the library.

Two guests joined the meeting today: Morgan Capitan, a part-time library clerk and MLS student who will soon complete her library degree, and Emily Crane, a cataloger, who has recently joined the North Logan City Library staff.

Morgan assists James in determining which titles to add to the collection, meaning books in print, electronic, and audio formats, and other materials. The North Logan City Library benefits from the Utah State Library's continual maintenance of the Overdrive service for electronic books. Libraries have needed to make transitions over the years as formats changed, for example video changed from VHS to DVD, then to BlueRay, and now video streaming. Public libraries strive to provide as many titles in all formats to their patrons as possible within the available budget. Judi Poorte, Children's specialist at North Logan City Library, manages collection development for the children's collections, and she is well versed in a range of sources to guide purchasing decisions.

Emily Wheeler asked if the library consults the Beehive Book awards for building collections of titles by Utah authors. James indicated that Judi is aware of that and tracks titles to purchase. James takes a broad view in the collection development process and keeps Utah specific interests in mind.

Weeding is the library shorthand term for removing titles from the collection. James reviewed major points in the PowerPoint presentation that he had sent to the board. The title is "Weeding with the CREW Method," where CREW stands for Continuous Review Evaluation Weeding. James succinctly explained the extensive information in the presentation, saying that weeding is necessary to make space for the physical collection to grow. In some cases, a title is removed because it contains inaccurate or out-of-date information. Books that have physically deteriorated may be removed and often replaced, sometimes with multiple copies, because the wear and tear indicates popularity of the title. Library staff contribute their valuable knowledge to this process by pointing out titles that are well worn as they check books in and out.

Weeding is challenging for librarians. Effective collection management requires constant effort to strive for balance among the need to maintain collections that fit into available space, deciding on the most reasonable response to requests to remove titles, which in some cases may be classic works that contain language or viewpoints that have become recognized as culturally insensitive or offensive, and determining what the library can realistically provide to meet demands for current information while reflecting historical records in the vast range of topics the collection should include. Patrons who want to challenge a title may appeal to James or take a more formal step and appeal to the library board, who will confer with James to make a decision.

James' second topic was moving to an online application for library cards from the traditional printed forms. He sent board members a scan of the current, paper form that the library uses and screenshots of a Google form that he has created. Moving the library card application process online would be helpful in that staff members would not need to enter the data provided on the paper form into the catalog system, nor would they need to maintain paper files. Patrons who may not be able to complete the form at home would receive help from library employees to fill out the form using a library computer. James has included the option to join the Friends of the Library, which has no membership fee, as this can expand the Friends' contact list for advertising events and recruiting volunteers for various activities. Board members generally agree that it is time to make this transition. Emily Wheeler asked if we have the legal right to require an email address on the library card application. Flora will investigate this matter and ask the Utah State Library liaison for guidance.

Steve moved to accept this plan, pending answer to the question about requiring an email address; Emily Wheeler seconded; all voted in favor.

Handbook Sub-Committee -

Flora asked if the board members had seen the sections that she and subcommittee members, Kate Petersen and Charlotte Brennand, recommend for library board members' handbooks. The sections are:

1. *Minutes and Financial reports*
2. *Library Mission statement*
3. *Library Board bylaws*
4. *List of Board Members*
5. *Library Policies*
6. *Miscellaneous*

Someone moved that this would be acceptable; not sure who seconded - all voted in favor. Flora will provide section dividers with the suggested labels for board members to pick up at the library at their convenience.

Bylaws Sub-Committee Report -

Linda Young leads a subcommittee, with members Von and Lynette, to review and recommend revisions to the Library Board By-laws. Linda sent the latest version of the document to board members before the meeting.

We approved Articles I - IV and VII-X. Articles V and VI were tabled pending further examination. A question arose about Article VI, D and the annual report. The Library Director usually compiles a report to present to the board and to the City Council, typically in October or November.

Article VII - Library Director - can provide a PDF report. Steve moved to approve; Von seconded; all voted in favor.

Article VIII; Von moved to approve; Steve seconded; all voted in favor.

Article IV: Von moved to approve Steve seconded; all voted in favor.

Article X - Linda thanked Steve for recommending that we add the note about conflict of interest for library board members. Von moved to approve; Steve seconded; all voted in favor.

Article V - The version of the bylaws from 2015 mentions a nominating committee to establish a list of potential candidates for library board officers and new members as they are needed. Charlotte commented that in her nine years on the board, which represents three terms of service, the process has been more casual; board members did not form a nomination committee, and most discussions of potential board members and officers took place with the entire membership. Von spoke in support of having a nominating committee, as that is a business-like approach to the process. Emily suggested that a formal nominating committee adds extra work that may not be worth board members' time. The general consensus is that the Board does not need a nominating committee.

Article VI - Linda will look further into the question about the Utah State Library's requirements/expectations for an annual report and who should compile the report.

Next Board Meeting --- Thursday, 11 March 2021, 1:00 p.m.