

North Logan City Library Board Meeting
Minutes from January 9, 2020

I. Welcome: Jenny Lyman, Library Board Chair, welcomed all in attendance, which included Lynette Taylor; Cheryl Fullmer, Treasurer; Charlotte Brennand, Liaison to Friends of the North Logan City Library; Judi Poorte, sitting in for Library Director James Britsch; Flora Shrode, Secretary; Lisa Wilcock, President-elect of Friends of the North Logan City Library.

II. Minutes from the November 2019 meeting. Flora read the minutes and caught a few corrections needed. She will make those changes and send out a corrected version. The minutes were approved.

III. Friends Report: Lisa reminded everyone that the writing contest is under way. The Friends will meet soon, and no changes are expected to their leadership. She reported that they are looking for a secure email system to use in recruiting and communicating with volunteers. Judi reminded everyone to keep track of time spent volunteering for any Library activities, including Board meetings and Friends events.

IV. Budget Report: Cheryl handed out a budget report summary from North Logan City. At six months into the fiscal year, the budget could be 50% spent but stands at 44.22%. The City is always behind somewhat in reporting all expenditures. Cheryl explained that the administrative and facilities allocations were \$3600 and \$1033 as of Nov. 30, 2019, and when this is recorded, the Library's budget will be up-to-date, reflecting closer to 50% spending.

Cheryl noted a line that shows "interest earned" with \$86.00, which should not appear as a debit but a credit. She will examine the detailed budget report and work with Library Director James Britsch to resolve that question. Cheryl also pointed out the line for "Supplies and Repairs" is highlighted. This includes an expense using a Lewiston State Bank VISA, and she recommends that we get more detail for accurate accounting for what was purchased.

The Library's budget has been credited for the four months' rent for a second storage unit that the City uses.

V. Judi Poorte attended the meeting for James Britsch and reported that on Feb. 13, 2020 the Teen Night activity will include a book signing by author Frank Cole, who will meet with the Library's Youth Advisory Board.

The writing contest is happening now with an entry deadline of Jan. 31, 2020. Prizes include a Chromebook for first place and Kindles for second the third place winners.

The Library is hiring a clerk and a page; applications are under review.

Some asked about story time attendance in winter months, and Judi says that it continues to be very popular with 35 to 40 children attending every session.

VI. Other business: Lynette asked about Christie Hansen's term on the Board; it ends this fiscal year. Lynette will fill in for Christie as chair-elect beginning July 1, 2020. Cheryl's term as treasurer will end July 1, and we should all look for someone who may be willing to serve in that position. The ideal candidate would have interest and/or experience with accounting, and Cheryl is willing to work with the new person to show them how to review Library Budget reports from the City.

The meeting adjourned at 2:45pm.

Next meeting: will be February 13, 2020 at 2:00pm.