

**North Logan City Library Board
Meeting Minutes, January 8, 2019**

I. Welcome and Roll:

Jenny Lyman, Library Board Chair, welcomed all in attendance, which included: Steve Earl; Lyndsay Peterson, President, Friends of the Library; Kristen Anderson, Liaison to City Council; Christie Hansen; Cheryl Fullmer, Treasurer; Cristal Robbins; Charlotte Brennand; Von Mendenhall; Judi Poorte, Associate Children's Librarian (sitting in for James Britsch, Library Director); and Flora Shrode, Secretary.

Minutes from the December 2018 meeting were approved pending two corrections: 1) clarify the statement about our need for a Library Board Chair; and 2) add an explanation for the closed session that followed the meeting ("to discuss the character and competence of a candidate for the position of Associate Technical Services Librarian").

II. Friends of the Library Report:

Lyndsay Peterson, President of Friends of the Library, reported that the President-elect cannot commit to serve as president for 2019-2020. Lyndsay will run for the office of president again. The Friends will meet Jan. 21, 2019 at 6:30 at the Library. Lyndsay will propose that the friends amend their bylaws to establish two year terms for the officers (President, Vice President/President Elect, and Historian) instead of the current three years. This change would facilitate rotation among officers, expand opportunities for service, and reduce burnout from long terms of service. Lyndsay will check the Utah State Library guidelines for Friends of Libraries to assure that any change to the bylaws conforms to recommended practice.

III. Budget:

Cheryl Fullmer, Treasurer, distributed copies of the most recent library budget report. She explained that a dedicated property tax will be posted in January, and that this sometimes appears as two amounts. The column on the report labeled "% of Budget" is key; it shows total expenditure at 39.68%, but that is not current, as neither the facilities nor administrative fees were posted for November or December. More accurate year-to-date spending will appear on a future report. The budget line for telephone shows that spending this year is 130.2%, but that will soon be changed, as a new phone system is in the works. The line labeled "Special Projects" is the Friends of the Library's holding account, and Lyndsay and James oversee use of those funds.

Cheryl has asked for an audited statement for FY 2018 (July 2017 - June 2018), as that information would provide the Library Board with accurate details useful to proposing a budget for FY 2020. Cheryl learned that the Administrative Allocation reflects the City's expenses to oversee the Library's budget, and this fee is higher for the Library than for other entities. Cheryl

recommends reducing this fee because Library Director James Britsch has a part-time assistant to help ensure accurate accounting for the Library.

IV: Director's Report:

Judi Poorte, Associate Children's Librarian, attended the meeting in James Britsch's absence. She reported that James has held staff meetings regularly, and that these provide necessary opportunities for communication and help to keep everyone up-to-date about policies, procedures, and progress on library initiatives. She mentioned that a new program in which children read to dogs will begin Thursday, Jan. 10. Two golden retrievers, who have been trained for this activity, will visit the Library. Parents may sign children up for 10 minute time slots between 4:00 and 5:00pm.

V. Other Business:

Board member, Von Mendenhall, was asked to shared information with the Library Board about a symposium featuring the work of archaeologist Wayne May, publisher of *Ancient American* magazine, that explores the history and location of the promised land. Patty and James Peterson of North Logan sponsored a symposium in 2018 that was held in the North Logan City Library, and they have asked if the Library or Board would support an event this year. Library Board members determined that this event is not something the North Logan City Library Board will sponsor, but we encourage Library staff to advertise the event on the Library website and suggest announcement in the North Logan City newsletter.

The meeting adjourned at 1:30pm. The next North Logan City Library Board meeting will be on Tuesday, February 5, 2019.