

North Logan City Library Board Meeting Minutes July 14, 2022

Attendees

Emily Wheeler (chair), Steve Derrick (vice chair), Linda Young (treasurer), Charlotte Brennard (Friends Liaison), Jenny Lyman, Janean Huppi, James Britsch (library director), Liza Carr (guest)

Past Years' Library Documents

A box containing past years' documents from Board meetings was discussed. It included copies of Board minutes, resumes from past director applications, interview notes, etc. The minutes remain accessible as they are posted on the Utah Public Meeting website and on the library's website. The Board determined that these documents were no longer needed and can be destroyed.

Minutes

The minutes from the June 9th, 2022 Board meeting were presented for approval with corrections provided by Linda Young. Motion by Steve Derrick, seconded by Janean. Approved unanimously.

Vacant Board Positions

The Board currently has 3 vacant positions. The Board discussed potential North Logan City residents to fill these positions. Liz Carr has been nominated and is waiting for an interview by Mayor Peterson. The Board would like to expand the diversity of the Board and is looking for representation from the Spanish-speaking community. Charlotte suggested John Malecheck and will follow up with him.

City Council Report

Linda Young reported on the progress of the Civic Center buildings. Work continues with Lundall to identify cost savings areas for the city offices. A design package for the Community Center is not ready to formalize. The ground breaking ceremony will be held on July 18th.

Budget Report

Linda Young reviewed the year-end financial report. Revenue came in at 110% of budget due to the Friends donation of an additional \$50,000 and high volume of non-resident library cards.

At the end of June, revenue minus expenses was \$65,538. On the expenditure side, the city increased the wages and benefits budgets to more closely match the actuals. The next employee pay checks occurred on July 1st. Thus they have worked 13 days in fiscal year 2022 and 1 day in fiscal year 2023. Those 13 days result in something called accrued wages and benefits. Although paid in year 2023, the accountants will charge the 13 days to the 2022 fiscal year. These accrued wages and benefits may be approximately \$14,200, leaving \$51,338 in the library's account at the end of the year. James believes there are no outstanding invoices. Money remaining in the Thorne Endowment Special Projects fund is still available to the library. The state grant line item does not need to be fully spent. The state only requires that adequate book purchase can be shown to meet the amount of the grant.

James received a call from the State Library stating that he still has \$13,000 [corrected to \$12,000 by Linda] in grant money available if he can turn in book invoices for that amount by the end of the day. The city is copying those invoices for James to meet the deadline.

Steve moved to accept the budget report. Seconded by Janean. Approved unanimously.

Friends Report

Charlotte Brennard reported for the Friends in Lisa's absence. She reported that the Thorne Endowment will provide the full \$200,000 to the city again this year with \$170,000 earmarked for the library. There are adequate liquid assets to cover the interest on the city offices and community center loans for the next three years.

James elaborated on the Thorne Endowment annual meeting held last week. The endowment was set up by Deloy Hansen and is managed by his company, Wasatch Properties. Wasatch Properties deals in real estate and has done very well the past several years. The Thorne Endowment committee believes there are adequate funds to cover the interest on the loans and also make payments once they become due for the next three years. If the rate of growth continues, they expect to continue those payments.

Charlotte reported on planned fundraising activities

- T-shirts and sweatshirts are on sale at the library.
- "Movie in the Park" will be held at Greenville Elementary. The movies are free. The Friends will sell concessions for fundraising.
- Pickle Ball tournament which is expected to be an excellent fundraising event.
- Drive to have local donors recognized depending on amount of money donated.

James updated the Board on the following fundraising activities.

- "Art in the Park" has been canceled.
- The puppet show will be held at the Hansen Sports Complex as it is climate controlled and facilitates taking tickets at the door.

All donations go into a special account the city has set up for the Friends.

Director's Report

Breakfast for the July 24th celebrations will be held at Elkridge Park on July 25th. This activity has been managed by the Friends in previous years; however, this year it is the responsibility of the city. The library staff will be paid to help with the event. The library is also responsible for finding volunteers. A form has been set up on the web site for volunteer applications. Volunteers will work in two shifts from 7:00 to 9:00 to cook breakfast. Library staff will start at 6:30am and will work both shifts. Proceeds go to the Library building fund. Exact details for the event are still being worked with the city.

James provided a copy of the library statistics that were presented at the Thorne Endowment meeting. The statistics tracked the current year numbers compared to the three previous years. Heidi has helped to increase the number of programs this year to 249 with excellent participation. The total checkouts have increased by approximately 100,000 books over the prior year. The total printed books did not increase dramatically in 2022 as the staff completed a substantial "book weeding" to clear old, unused books to make room for new books.

Book Challenge

A non-resident library card holder has submitted an informal challenge through email regarding two books displayed in the library's Pride Month display. One book was In Our Mother's House, a picture book based on a child's point of view living with two mothers. The other book challenged was not named. A "challenge" means a patron questions whether a book is appropriate for the age group it targets, contains inappropriate content, etc. In the past, James has been able to resolve patron challenges through discussion, sometimes offering to move an offending book to the adult book section; however, this challenge shows a need for a more robust policy as book challenges are increasing throughout the United States.

Note, the American Library Association (ALA) and State Library encourage Pride Month displays so the display was not unusual. A library provides material for the whole, diverse community and materials are selected to cover both sides of an issue.

To support the Boards understanding and discussion of the challenge process, James provided the following documents.

- Tooele City Library Reconsideration of a Library Resource
- Excerpt from the American Library Association's webpage, Formal Requests for Reconsideration
- North Logan City library, Materials Selection Policy
- Sample Public Library Request for Reconsideration of Material Form from the ALA website.

The current library "Materials Selection Policy" states the patron fills out a "Reconsideration Form" to submit to the Board for review. The Board is required to reply to the patron within six weeks of the receipt of the challenge. Unfortunately, such a form does not currently exist. After some discussion, the Board agreed that a form based on the approved ALA template could be created to start the reconsideration process.

Emily will work on the form with James to include the following changes.

- Section 1: change "Book (e-book)" to "Book or e-book"
- Section 3: clarify the word "examined" to "read, viewed, or listened".
- Following Section 3, insert a question: "What is central theme of the work?"
- Current Section 4. Add the words, "Please include specific examples such a page number, time stamps, etc."

Steve Derrick moved to accept the form with Emily's changes; seconded by Jenny. Approval was unanimous. Emily will send the form to the patron using the official library email. Once the form is returned the Board can discuss the reconsideration request.

James informed that Board that the library can request that the State Library remove a certain e-book from the North Logan Library offerings as part of reconsideration.

Sexual Harassment Issue

Recently, a member of the library staff was sexually harassed by a patron with witnesses. James wrote a letter to the patron revoking the patron's privileges until the incident was reviewed by the Library Board.

He sent a letter to the police chief describing the incident and the steps taken. All letters and a document describing the offense were provided to Mayor Peterson and Alan Luce, city manager.

Currently there is not a strong policy or procedure in place for what to do in instances of sexual harassment. The city does have a sexual harassment policy in the employee handbook, but it doesn't include a procedure for how the library director and staff should manage the incident. Two actions have come out of this event. First, the Board needs to determine the extent of the patron's ban from the library and library grounds and inform the patron. The Board was reminded that the patron can appeal to the Board to defend their actions. Second, the library needs a policy setting the rules of conduct for library patrons.

Charlotte moved to enter an executive session to discuss a personnel issue and protect personnel privacy. Seconded by Steve and approved unanimously. Following the executive session, Steve moved to impose a 2 year ban of the patron from the library and library grounds. Linda seconded the motion. The Board voted in the affirmative with Janean abstaining. Emily will write the letter with the Board's decision and James will send the letter by certified mail.

Rules of Conduct Policy

James examined both New York City and Las Vegas library policies regarding rules of conduct and provided a suggested policy for the Board to review. The Board suggested that the policy should state that serious offenses may be referred to the police department and the Library Board. Several concerns regarding the policy were raised. Can a person carry a concealed weapon into the library? Should the current ordering be changed to move the most serious offenses to the top? Should a separate sexual harassment policy be written? Why doesn't the city Employee Handbook address these issues? These questions will be researched and the policy may be updated later.

James would also like a procedure on how the library staff should handle sexual harassment. Since it is a procedure for the staff, not a policy, it would be an internal document that would not require Board approval. A copy would be provided to the Board to ensure continuity over time.

As no conduct policy exists, Janean moved to approve the policy as amended in the meeting. Motion was seconded by Jenny. The Board approved the motion with Charlotte abstaining.

Vote to fill Board Positions

Due to the lack of Board members to fill all the positions, Charlotte moved to delay restructuring the Board until additional Board members are approved. Seconded by Janean. Approved unanimously. Board members will continue in their current positions until resolved. The Mayor needs to move swiftly to fill board positions.

_____ moved to go into executive session to discuss personnel issues. Seconded by _____.
Approved unanimously.

Executive session was closed.

Steve Derrick resigned at the end of the meeting for personal reasons, leaving 4 vacant positions.

_____ moved to adjourn, seconded by _____.