

**North Logan City Library Board**  
**Meeting Minutes**  
**July 23, 2019**

**Welcome and Roll:** Jenny Lyman, Board Chair, welcomed everyone.

Present: Jenny Lyman, Chair; James Britsch, Library Director; Lyndsay Peterson, President of the Friends of the Library; Cheryl Fullmer, Treasurer; Von Mendenhall; Emily Wheeler; Lynette Taylor; Charlotte Brennan; Christie Hansen.

Absent: Steve Earl, Flora Shrode

Jenny read minutes from the June 2019 meeting. Von Mendenhall moved to accept the minutes pending a correction; James seconded. All voted in favor.

**Friends Report:** Lyndsay Peterson, Friends President, reported that a meeting was held about the Thorne endowment, and the group affirmed a collaborative, congenial relationship among the Friends of the Library, North Logan City, and the North Logan City Library. Jenny Lyman, Library Board Chair, would typically have been invited to the meeting; Lyndsay will share with her what was discussed.

Investments in the Thorne endowment are doing very well. Some excess funds have accrued, and the group chose to reinvest all but \$20,000, keeping that amount liquid/available in case money is needed for needed for extraordinary expenses. \$200,000 are available for the Library budget. Lyndsay will provide the Board with an actual budget through calendar 2019 and a projected budget for calendar year 2020.

**Treasurer's Report:** Cheryl distributed a summary page that reflects the budget status through the end of June, pending an audit. The budget lines for fuel and office supplies show spending slightly over budget, but that is not a concern because the bottom line shows about 91% spending, which does not exceed 100% for FY2019.

A question arose about whether spending under 100% of the allocation would affect the next fiscal year's budget. James Britsch, Library Director, has been conservative and careful not to spend more than allocated. There is some time to spend additional funds, and James will proceed carefully.

**Director's Report:** Summer reading programs are going fantastically well. The Kick-off party ticket count reflects 1,167 participants (anyone who registered received a ticket). The numbers for 2017 were 1,135 and 1,195 for 2018. The slight reduction for 2019 likely resulted from less advertising. These numbers reflect attendance at the kick-off party event; people have continued

to sign up daily. Library staff will tally participants in mid-August to get an accurate total count for this year's count Summer Reading program.

All other programs have had greater attendance this year than in the past. The Library offered three showings by Mike the Magician this year to accommodate interest, and all were a big success. Jenny asked if anyone was disgruntled because they didn't have a (free) ticket for the magic show. The library registered attendees to manage the space and had to turn away only two families. Total attendance was 593 people, and using tickets enabled the Library to accommodate packed audiences without breaking fire code.

Three other programs were Scales and Tales, Rocky Mountain Puppets, and a Water Party. Scales and Tales was an outdoor event with two showings and 642 people attending. Rocky Mountain puppets held one show with an unanticipated turnout of more than 300 - every seat was filled, floor space was used, and people stood in the back. The ventriloquist's performance was excellent. The Water Party was also very well attended. No tickets or registration were used, but James estimates that more than 350 people participated. Library staff heard a few complaints that lines were long, so they hope to have more rides next year and possibly to have library staff entertaining people as they wait.

Dazzle Dogs will take place next week with two shows. The goal for all of these events is to encourage people to sign up for summer reading.

Mayor Cann has asked James to focus on offering more programming in the library during the school year. Plans are underway to begin more courses, particularly on using iPads and computer literacy. Senior citizens are the target audience for computer literacy, and courses will present skills as basic as using a mouse. The Coding Club, which is designed for junior high-will be revived soon. The Library lacked staff to lead the Coding Club, and a volunteer with a computer science background has offered to lead this and also to teach computer literacy courses.

James reminded the group that he continually seeks ideas to increase community outreach. Senior Citizen communities in the area have newsletters, and James may propose including advertising about Library services and events in such publications. Many seniors visit the library, but James believes that the numbers do not accurately represent local demographics. The group briefly discussed mobile/compact shelving and how that can be off putting to some seniors. James reiterated his perpetual goal to encourage everyone to use the library and to make suggestions about books they would like to see in the collection.

Pending permission to hire a full-time librarian, the library wages line would be increase (along with benefits). The allocation for telephones in FY19 was slightly lower than needed to purchase and pay installation fees for a new phone system. A brief discussion of the facilities allocation followed. Kristen learned that this budget allocation is based on square footage of the building. The administrative allocation is likely determined similarly and includes the cost to the City of maintaining budget records and providing reports.

The budget shows a line for dedicated property tax with income of \$394,026 and \$200,000 from the Thorne foundation endowment, which is dedicated to library needs. Von asked about the Thorne endowment funds and spending. The endowment is operated by Dell Loy Hansen's nonprofit group, and recipients are held accountable. Because the North Logan City Library is not a nonprofit organization, The Friends of the Library, as an established nonprofit, carefully controls funds made available to the Library. Lyndsay diligently tracks spending with James. The Friends hold separate fund raising events and control the revenue distinct from the Thorne funds.

A question arose about considering ending collecting library fines. The Board earlier discussed an amnesty period, and the library has offered those with a food drive, where donation of non-perishable food removes fines.

The fee for non-resident Library cards remains the same. City Council recommended revisiting that at a later date.

Dress code: James distributed copies of proposed text. A few issues have arisen, where employees appeared at events not dressed as professionally as would be preferred. James reviewed dress codes from several organizations and customized a version to consider for the Library. One suggestion is to add "employee" to the title of the dress code to clarify its intent. A question came up about checking with the Utah State Library for guidance on this matter, and the Board may approve a dress code as a local guideline. James has reviewed guidelines and policy recommendations from the State Library. Everyone present agreed that James should proceed to establish a dress code, and he will confer with the State Library. James distributed copies of the draft and read it for the meeting recording. See the transcription that follows.

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### **North Logan City Library Employee Dress Code -- *DRAFT***

Library employees should wear clothing that conveys a professional image by being coordinated, modest, neat, clean, and pressed.

Acceptable:

Shirts and Tops: They should be pressed and clean; blazers and jackets; blouses with an appropriate neckline; collared shirts; golf or polo shirts; suits or pants suits; sweaters, turtle necks, and t-shirts.

Library pages may wear T-shirts that are clean, have no offensive graphics or logos, and look neat and tidy.

Clerks, librarians, and people in other professional positions should wear T-shirts only with library-related graphics.

Pants and bottoms: These should be pressed and clean. Corduroy, khaki, or chino slacks that are professional in appearance are acceptable.

Footwear: Footwear should be clean and not show signs of excessive wear.

Not Acceptable:

Wrinkled, torn, ripped, or faded, off-the-shoulder tops, spaghetti strap tops or dresses, backless, exposed midriff or lower back, sheer, tight, or revealing tops are unacceptable.

Shorts: Shorts that fall just above the knee are appropriate for outdoor events.

Unacceptable clothing:

Overalls, hip-hugger or low-waisted pants, visible under-garments, tank tops or muscle shirts, tube tops, beachwear such as swimsuits, shirts with non library-related graphics or logos, leggings, or pajamas are not acceptable. Pages may wear t-shirts with non-offensive graphics or logos.

Hygiene:

Appropriate hygiene is essential to an effective work environment. All employees should bathe or shower daily before coming to work, have good oral/dental hygiene, and wear effective deodorant or antiperspirant. Hair should be clean and done in a professional manner; facial hair should look neat and trimmed in a professional manner.

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Discussion followed. James was careful to avoid sexist or chauvinistic language. Regarding shirts/tops, the group offered suggestions about specific wording and ultimately to say decided “tops with a non-revealing neckline.” Tattoos and piercings were discussed, but James doesn’t think explicit mention of body art is necessary. James will make the recommended changes and provide the dress code to the Board.

Von moved that we accept the dress code with the recommended changes; Kristen seconded; all present approved.

**Board Officers for 2019-2020:** Cheryl Fullmer agreed to continue serving as treasurer. Flora Shrode will continue as secretary. Charlotte Brennand agreed to continue serving as Liaison to the Friends of the Library. Positions of chair and chair-elect remain to be filled. Jenny Lyman offered to continue serving as chair, but she needs a chair-elect. Lynette Taylor agreed to serve as Chair-elect beginning immediately with the understanding that she would become Chair in July 2020. Christie moved to approve the officers for the coming year. Von seconded. All present approved.

**Board Contact List:** Those present listed their phone numbers, email and postal addresses. Flora will type this and distribute the file and print copies. Jenny Lyman encouraged all present to download the “GroupMe” app to facilitate communication among all Board members.

**Board Meeting Time:** The group discussed days and times that may work for most schedules. All present agreed that the second Thursdays at 2:00pm is a good time. The August meeting is already set for the Aug. 8 at 1:00pm, but beginning in Sept. the Board will adopt the new meeting time.