

# North Logan Library Board Meeting Minutes

July 9, 2018

ROLL: Jenny Lyman, James Britsch, Von Mendenhall, Cheryl Fullmer, Alice Lucherini, Lyndsay Peterson, Christie Hansen, Charlotte Brennand, Emily Wheeler, Flora Shrode, and Cristal Robbins. James Lyman and David Bensen were present as visitors.

WELCOME: Alice Lucherini. Alice welcomed all those present and we welcomed two new members of the board; Von Mendenhall and Emily Wheeler.

Election of officers: Alice then took nominations for the 2018-2019 board officers. Charlotte nominated Jenny Lyman as board chair. Christie seconded the nomination. Jenny was approved as board chair. Alice then turned the meeting over to Jenny. Jenny thanked Alice for her years of board service and gave a gift of chocolate and relaxing items for her to enjoy. Thanks Alice!

Jenny thanked the members and her husband for their support in the upcoming year and asked all those present to introduce themselves. Introductions followed. Jenny then took nominations for the remaining 2018-2019 board officers. Emily nominated Christie Hansen as Chair-Elect. Cheryl seconded the nomination. Christie was approved as Chair-Elect.

Christie nominated Flora as secretary. Cristal seconded the nomination. Flora was approved as secretary.

Christie nominated Cheryl as Treasurer. Jenny seconded the nomination. Cheryl was approved as Treasurer. Charlotte will continue as Friends liaison. Emily and Von did not vote as they have not yet received city council approval.

Adoption of Annual Reports: Board members had been asked to read, The North Logan City Library: Strategic Plan, Annual Statistical Report, and the Annual Summary before attending the board meeting. Jenny asked for the approval of the board for the three reports. All the board approved the reports. Visitor David Benson asked for a copy of the reports. Cristal will post reports on the Utah Public Meetings website.

Christie moved to approve the June 11, 2018 board meeting minutes. Cheryl seconded motion. Minutes approved.

Friends Report: Lyndsay Peterson.

- Annual Friends July 24<sup>th</sup> pancake breakfast at Elk Ridge park. Kate Anderson is in charge of volunteers and the Friends would appreciate any help.
- Annual meeting with the Thorne Endowment is scheduled for Monday, July 30, 2018 at 11:00 am at the Wasatch Properties building.
- Lyndsay asked James for a priority list of what he would like to accomplish at the library, so the Friends and staff are all on the same page.
- The Friends are excited to work with James as the new library director.

BUDGET REPORT: Cheryl Fullmer

- The year-end audited statement will be available in September. We need to be aware that these figures could reflect last year's expenditures in July and August so there may be some carry over from those months.
- We may need to move some funds from one line to another and that is acceptable within the budget. The telephone expenditures are over budget, so money may need to be moved there.
- We have put this budget into James' hands and will be starting out this fiscal year fresh.
- Cheryl answered Von's question about fiscal year. Fiscal years is July 1, through June 30.
- The city and library budget has not been approved by the city council yet. A city council meeting on August 1, 2018 will finalize the city budget and in turn the library budget for the upcoming year.

#### DIRECTOR'S REPORT: James Britsch

- James is working on fixing the budget. His goal is to "Stay within the budget."
- James has purchased Quickbooks for the library to help with the budget goal.
- Judy and James are checking each other on expenditures for improved fiscal responsibility.
- The library has removed the wooden slide from the children's area. James is working to have a new slide professionally made and installed to replace it.
- James is looking into updating some library equipment such as a better self-check out system. Some of the hardware needs updating as well and James will be working with the Friends and looking within the budget for those improvements.
- The library has a great staff and James is trying to match the staff's talents and strengths to the needs of the library as well as help staff meet professional goals.
- James passed out a rough draft of a new Library Card Application. He has added and simplified the following.
  - Current requirements are a government issued ID and proof of North Logan residency. He would like to change that to a Photo ID. If driver's license has a North Logan address, then that would be acceptable. School or another photo ID and residency proof are also acceptable.
  - Add North Logan City employees to application form
  - Add an area for e-mail address and area to opt in or out for library communications. Also, may be an area to opt in to receive city information. This has not yet received approval from Alan Luce.
  - Add a box to opt in for Friends membership is a possibility. Lyndsay added here that the Friends are looking to do away with dues. The Friends don't need dues, they need man hours and involvement and would like to increase their members.
  - Add a backup contact that is over 18 years old.
  - Provide an area for a pin number. This would allow staff to enter in data later and thus save time on getting the initial library card.
  - Simplify the library Digital Devices Agreement so patrons can take a copy with them and sign that they have read the agreement.
- James would like to find out the issues with the heating and cooling of the building. He would really like to get it fixed for the staff and patrons. Has been frustrated with efforts to fix the problem but would like to maintain a successful relationship with North Logan City. Cheryl said there may be money in the budget for HVAC improvements and sending out a bid will be necessary. Emily asked the question. Is the inconsistent temperatures changes hard on library

equipment? James responded; I am not sure, but it is hard on the people! Cheryl asked, what can we do to get this fixed? Von suggested that it has gone on for 20 years, since the building was built. He would like to see an estimate from a HVAC contractor for improvement or replacement. Visitor, David Benson, offered public help if needed. James said he will approach the city again.

POLICY UPDATES: Cathy King

Technology, Makerspace and Digital Devices policies all need to be updated. Previously, the board has worked with the director to update these policies. James said he would work on updating the three policies but would probably not be able to until December.

OTHER BUSINESS: Jenny talked about some goals of the board for the future.

- Use agendas and minutes more fully. Adopt a return and report mentality. Christie added here, that the laptop for the Makerspace was found and is in the library.
- Wants this year to be about healing and building bridges. Asked that the board volunteer for library activities and more so the staff will see us as team players.
- Supply board email addresses and phone numbers to James.
- Make a Library Chair email address for future use.

Von asked if the city does an independent audit on the library budget. Cheryl answered that yes, an independent audit is done on the entire city budget and that includes the library.

MEETING ADJOURNED

NEXT MEETING IS AUGUST 13, 2018

Minutes submitted by Cristal Robbins