

North Logan City Library Board
Meeting Minutes
July 9, 2020

- I. Welcome - Present: Lynette Taylor, Board Chair; James Britsch, Library Director; Linda Young, Treasurer; Charlotte Brennand, Liaison to Friends of the Library; Jenny Lyman; Lyndsay Peterson, President, Friends of the Library; Von Mendenhall; Flora Shrode, Secretary

Lynette Taylor, Chair, asked everyone present to share something about themselves so we could get to know one another better. She distributed lists of board members' contact info.

- a. Meeting minutes from June 11, 2020.

Those present had read the minutes from last month. Jenny moved to accept the minutes; Flora seconded. All present voted in favor.

- b. James introduced Emily Crane, a new library staff member, who has been hired as a cataloger.

- II. Library Friends Report - Lyndsay confirmed that the Pioneer Day breakfast will not be held this year, but that Joe [Last Name?], who organizes the event, will reuse plans for next year. Lyndsay reported that the Thorne Endowment team met in June and noted that James was very effective in showing how the endowment funding supplements the Library's budget and makes it possible to provide the community with a wider range of materials and services. On Wed., July 15, 2020 Dell Loy Hansen will present the FY2021 Thorne Endowment funds to the City Council. Anyone is welcome to attend that meeting.

The Friends of the Library have been discussing how to contribute to Library programming. They dream of one day having a room in which to offer community classes and may experiment using the current meeting room. The Friends hope to take advantage of local community members' talents for educational purposes. This approach would provide activities that could, in part, substitute for the former summer market and relieve some pressure from James and library staff to manage all community programming.

- III. Budget Report - Linda Young, Treasurer, shared the June 2020 budget report summary for the Library from North Logan City along with an expanded version to make the numbers and lines easier to read. Linda mentioned that Scott Bennett, North Logan City Recorder, has agreed to answer her questions. She anticipates that the FY2020 year-end report will be available in August. The budget report shows 90% expenditure for FY2020; we expect that remaining funds will be carried over to FY2021.

The "Expense Collections" line reflects spending for library materials that patrons may check out. For FY20 this line shows \$52,000 budgeted and \$64,800 spent. James verified that this is accurate and reflects added purchases of e-books and games in response to COVID19 library closure and reduced access. Charlotte asked why the Friends of the Library donation line

showed \$0.00. Linda, Lyndsay, and James clarified that North Logan City does not track and report the portion of the Thorne Endowment that the friends receive to use at their discretion. James explained some lines on the budget:

- The line for supplies and repairs appears overspent for FY20. James lists expenses here that do not logically fit in other categories, and some purchases related to COVID19 adaptation are accounted for here (e.g., cabinets to store online game materials).
- The expense for telephone is greater than was anticipated after the City installed a new phone system. James expects that the expense in FY21 will be about 50% less.
- Professional Services includes costs for computer repair and network maintenance.
- Remaining budget shows \$58,360, and this is a placeholder for hiring a full-time librarian. James hopes that City officials may approve hiring in fall of 2020.

A question remains about how unspent funds carry over from one fiscal year to the next. James has inquired of Scott Bennett about this, and Linda will also ask for explanation.

James noted that the library recently installed a portable 4-person meeting room and invited everyone to inspect it (located outside James' office door near the conference table area).

- IV. Library Review - Library Board Chair, Lynette Taylor proposed that we as board members help to train each other by presenting a brief (5 minutes) review of topics addressed in the Library Board handbook issued from the Utah State Library. She suggested that we address one topic every other month. Topics, months for presentation, and volunteers are: Policy, October, Jenny Lyman; Mission, January, James Britsch; Budget, March, Flora Shrode. We anticipate hosting a representative from the State Library in May, and we will invite Mayor Damon Cann to meet with us as he has in the past, likely during the summer or whenever fits into his schedule.
- V. Library Director's Report - James reported that everyone misses the summer programs this year, especially Summer Reading and the events like awards ceremonies, which will not take place because of COVID-19 safety. The online Reader Zone, which substitutes for traditional summer reading, is popular, and a few hundred people have signed up. Typically, 1000 or more sign up for summer reading. Library employees have adapted creatively, and events continue and are made available through online video. Most views take place after the event, but a few people watch the performances as they happen.

While patrons are grateful that the library has reopened, James has heard a few complaints, particularly from people who do not prefer the Overdrive e-books and would like physical audiobooks (e.g., tapes or CDs). Video games and more intricate (for adults) board games are always checked out, whereas the children's board games are less popular.

Next Board meeting: August 13, 2020, 2:00pm