

NORTH LOGAN LIBRARY BOARD MEETING MINUTES

June 11, 2018

ROLL: Alice Lucherini; Chair, Cheryl Fullmer, Charlotte Brennand, Jenny Lyman, James Britsch; Library Director, Christie Hansen, Cathy King, and Flora Shrode. Kristen Andersen phoned in. Other guests, Diana Huffman and David Benson.

WELCOME: Alice Lucherini. Alice welcomed our new library director, James Britsch and other guests.

MINUTES: Christie made a motion to accept last months minutes. Cathy seconded motion. Motion approved.

FRIENDS REPORT: Lyndsay Peterson was not present at meeting, therefore, no Friends report.

BUDGET: Cheryl Fullmer. The budget printout Cheryl received was the same printout we received last month so nothing has changed. The City has recently cut checks and will update the expenditures for next month.

Alice handed out a printout and talked about categories which have exceeded the budget. The following were specifically mentioned. The budget for Collections is \$77,000, but we have spent close to \$86,000. The new budget for Collections is \$70,000. The budget for Special Projects and Programs was \$12,000, but we spent \$28,000. The new budget amount for Special Projects is \$20,000. Software maintenance was budgeted at \$40,000 but spent \$45,000. The new budget for Software maintenance is \$45,000.

DIRECTOR'S REPORT: James Britsch

James stated that he has been in the library for a little over a week and a lot has happened.

- The library had an incredible Summer Reading Kickoff. Judi Poorte and Michelle Tippetts did an incredible job with planning and presenting the activity. James wants to continue to keep the wonderful event moving forward and would like to target North Logan City and its resident taxpayers.
- The Friends organization is impressive, and he is looking forward to working with them in the future.
- James recognizes that there have been difficulties with the library in the recent past, but the staff has been very supportive and helpful in the transition.
- James mentioned the following goals for the library.
 - Covering all the basic functions of the library.
 - Improvements in collections. James has specific background in reference but has fantastic employees to help with collection development. Diana Huffman and Brittany Benson have agreed to help with collection development.
 - Improvements in cataloging. Michelle Tippetts has been a long-time library employee and is very organized. It is important in cataloging to make sure it is uniform. Michelle will be over cataloging with help from Morgan Bronson and Brittany Benson.
 - Expanding programming.

James is interviewing the staff to determine strengths and interests of each member to help with the goals of the staff and library. He hopes to improve on communication with and among the staff with monthly staff meetings.

Judi Poorte is a long-time library employee and had done excellent work. James has asked the city to change her title to Associate Children's Librarian. In working with Michelle Tippetts, another long-time employee, James is recommending her title be changed to Associate Systems Librarian.

At this point in James' report, Charlotte asked the question; What are your plans for Makerspace? Charlotte wants to make sure it will not be shortchanged in the future and has had a report that some of the hardware and software previously available had been discontinued. James responded that he has asked Michelle to turnover Makerspace area to Diana and he is looking to see improved software. He assured the board that Makerspace is high on the list of priorities as well.

A question was asked by David Benson, one of the guests attending the board meeting. Are the position changes you are discussing full or part time? James answered, that the positions are part time with an increase of a few hours a week, so part time status would not change. Judi Poorte is the only full-time employee other than the director. David Benson then asked what James' position and title would be? James will keep the Library Director position and title.

James feels confident that he can steer the library in the right direction and overcome existing problems by keeping communication with public and staff open and positive. James also stated that he and his family feel so lucky to be living here in North Logan and are excited to make it their home.

POLICY UPDATES: Cathy King

The board needs to update 3 policies, Technology plan, Makerspace policy, and Digital Device policy. The other policies are current. The board would like the director and staff's input before updating these policies. A question was asked if there was a digital copy of the library policies? Flora offered to make a digital copy of the current policies to post on the library website.

OTHER BUSINESS:

Two new board members are needed to fill in two vacating positions in July. The question was asked; Is the city council liaison a voting board member? Alice said that we as a board recommend names to the Mayor. If the Mayor approves the names and the recommended person accepts the position, then the names are ratified by the city council and then the person becomes a member of the library board. The city council liaison is assigned from the council and is not ratified by the council as a member of the board. Kristen Andersen, who was attending the meeting by phone said she would like to do what is best for the library. If keeping the city council liaison as a non-voting member is the decision of the board she supports that decision.

Jenny made a motion to keep the city council representative to be a liaison and a non-voting member of the board. Cathy seconded the motion. Motion was approved with Charlotte Brennand abstaining. Names suggested for new board members are Steve Francis, Angie Francis, Linda Bettinger, Abby Moser, Jean Hanks, Emily Wheeler and Von Mendenhall. After discussion it was determined that the names of Linda Bettinger and Emily Wheeler will be submitted to the Mayor as new board members. If those names are not approved or the person does not accept the position, then the names of Steve Francis and Von Mendenhall will be suggested.

Alice's term as a board member will be up in July so there is a need to elect a chairperson for next year. The previous chair elect, Christie Hansen is unable to accept the position of chairperson for the upcoming year. Jenny Lyman was suggested as the new chairperson. Jenny will need a few days to think about it and will let us know if she accepts the nomination as chair for the 2018-2019 year.

Alice read the following statement and asked for ratification from the board. "On April 9, 2018, after the organizational review conducted November 2017 through April 2018, it was determined that the duties performed by Paul, the Associate Director, and Stephanie, the Clerk II, could be taken over by the incoming Library Director. As we prepared the new fiscal budget we became aware that it needed to be reduced \$60,000 to \$80,000. Eliminating the positions of Associate Director and Clerk II would fulfill this requirement. It was determined that we would eliminate these positions before the new Library Director arrived on June 1st and after the ULA Conference in mid-May. In the meeting of May 14th, 2018 it was determined that we would eliminate these positions on May 25th, 2018. This decision is ratified on this day, June 11, 2018. North Logan Library Board"

Flora stated that she agreed with the statement and that it explains that fiscal responsibility was the reason for elimination of the positions. Christie said she agreed with the explanation that we waited until after the ULA Conference as Paul and/or Stephanie were presenting at the conference. Cathy motioned to ratify the above statement from the board. Flora seconded the motion. Motion was approved.

MEETING ADJOURNED

NEXT MEETING: July 9, 2018

Minutes submitted by Cristal Robbins