

North Logan City Library Board Meeting, June 11, 2020
Minutes

- I. Welcome: Lynette Taylor, Library Board Chair, welcomed all in attendance, which included: Christie Hansen; James Britsch, Library Director; Linda Young, incoming Board Treasurer; Cheryl Fullmer, past Treasurer; Charlotte Brennand, Liaison to Friends of the Library; Emily Wheeler; Von Mendenhall; Steve Earl; Flora Shrode, Secretary
 - a. May 14, 2020 meeting minutes: Charlotte moved to accept the minutes; Steve seconded; all present approved.
 - b. Introduction of new board member: Linda Young has joined the Library Board and will serve as Treasurer. Cheryl Fullmer, past Treasurer, will guide Linda in her new duties.
 - c. Lynette presented Christie Hansen and Cheryl Fullmer gratitude gifts, as this will be their last meeting as board member and Treasurer, respectively. We appreciate their service!
 - d. Contact List: Lynette passed out a list of board members with their home addresses, email addresses, and phone numbers and asked everyone to review it and note any corrections.

II. Friends of the North Logan City Library Report

Lyndsay Peterson, Library Friends President, was not present. James and Charlotte reported that there was no recent news to share.

III. Budget Report

Cheryl Fullmer, outgoing Treasurer, handed out the most recent budget report, dated May 2020. She noted that only half of the activity for the month of May was reflected in the report, probably a result of disruption to normal business caused by COVID19. Library spending appears to be behind for the year, but this too probably was the case because recordkeeping at the City Offices has been disrupted. Cheryl noted an expense in the category of “Building & Grounds,” which reflects the purchase and installation of a new Vivint security system that the City purchased for which the Library will be reimbursed. A question arose about installation of new lighting, and James explained that will not take place until the new fiscal year.

Flora moved to accept the budget report; Emily seconded; all present voted favorably.

IV. Policy Items

James Britsch, Library Director, reported that online registration for library cards has been implemented. We revisited the topic of non-resident library cards. Library staff members lobbied James to maintain the option for a three-month non-resident card through summer of this year, arguing that the Library is a public good and should strive to serve those who cannot afford resources that the Library provides. The Board will revisit the topic of whether to continue three-month non-resident cards in September 2020, when James will have information about the numbers of cards purchased.

Emily moved to rescind the decision that the Board made in May to discontinue the option for a three-month non-resident library card and to revisit the topic. Charlotte seconded, and all present voted in favor of the motion.

V. Director's Report

James reported that the Thorne Endowment group met earlier in the week, and he distributed copies of the Library's Annual Report, which he presented to at that meeting. The Thorne Endowment distributes \$240,000 annually for the Library of which \$20,000 is to be used at the discretion of the Friends of the North Logan City Library. The remainder is intended to supplement, not supplant, the Library's budget allocation from North Logan City. Thus, these funds are typically used for one-time purchases (i.e., not for continuing obligations like subscriptions or licenses).

Regarding Library operations and COVID19 precautions, the Bear River Health Department determined that they do not want to be involved in decisions regarding closing the library or other City offices. North Logan City Officials will make such decisions. City Council voted to reopen the library when the status of precautions for COVID19 was set to "green." The Library continues to offer curbside pick-up of checked out materials. James monitors the situation with COVID19 infection rates and may decide to close public access to the facility and return to the changed staff scheduling and assignments that were in place earlier this year.

James announced that Mike the Magician would perform at the Library on June 16. The performance will be captured on video, and Mike would like to have a small audience present in person (fewer than 20 people). Board members were invited, and James asked that we RSVP to him. This year the popular Summer Reading program is operating online with an app called Reader Zone that enables families to track reading progress. James had yet not heard comments or received feedback about this approach.

In addition to new lighting to be purchased in FY2021 James announced that he had ordered a small, moveable study room. The product is called Snapcab Meet 4 and is an enclosed, stand-alone workspace that accommodates four people. This will most likely be installed outside of James' office in the area near the conference table.

VI. Mayor Cann's email about a Sub-Committee

Damon Cann, Mayor of North Logan City, has asked to hold a meeting with Alan Luce, North Logan City Administrator, James Britsch, Library Director, and any interested members of the Friends of the Library and the Library Board. He suggested meeting the week of June 22, 2020. Lynette asked board members to let her know if they'd like to attend the meeting.

As a side note, Cheryl reminded us that over the years some people have had a misperception that the Thorne Endowment (full name: James P. Thorne Charitable Endowment) provides an unlimited

budget for the Library, when in fact strict guidelines govern how those funds may be spent. This may prove relevant in discussions like the one Mayor Cann proposes.

VII. Other

a. Bonnie Jorgensen is a library employee who serves as volunteer coordinator. She tracks volunteer service for the North Logan City Library, as the Utah State Library asks about this as part of the library accreditation process. Bonnie will send board members a link to a Google Doc that we may use to report service hours. Alternatively, board members may note their service hours on a document attached to a clipboard in the Library staff workroom (several sheets are there with labels for type of service, like Friends, Library Board, and miscellaneous), or we may send a summary of hours for 2019 - 2020 to Bonnie via email.

The meeting adjourned at 3:10pm.

NEXT BOARD MEETING will be July 9, 2020 at 2:00pm