

**North Logan City Library Board
Meeting Minutes, June 11, 2019**

I. Welcome and Roll:

Jenny Lyman, Library Board Chair, welcomed all in attendance, which included: Lyndsay Peterson, President, Friends of the Library; Cheryl Fullmer, Treasurer; Cristal Robbins; Christie Hansen; Von Mendenhall; Lynette Taylor; James Britsch, Library Director; and Flora Shrode, Secretary.

- a. Minutes from the May meeting were approved.

II. Friends of the Library Report:

Lyndsay Peterson, President of the North Logan Friends of the Library, noted that her report would likely reiterate what we would hear from the Library Director. The Friends aim to improve their method of contacting members to facilitate recruiting volunteers for various activities and events. The recent addition of a check-box on the form for registering for a library card that people may use to join the Friends seems to have increased the membership (there is no fee to become a Friend of the Library). Lyndsay will communicate with Thorne Endowment representatives soon to plan a meeting to discuss FY2020 funds.

III. Budget:

Cheryl Fullmer, Treasurer, provided two handouts: the summary budget report for the Library for June of this year and a record of North Logan property tax and administrative allocations that have been added to the Library's budget. Cheryl explained that the budget report reflects 91.67% of the fiscal year and shows that the budget is 81.91% spent, which is good. She knows that some large bills are due in June and July, which the Library is prepared to pay. The anticipated property tax allocation to the Library's budget in FY2020 is \$406,000.

IV: Director's Report:

Recently, James sent a job description to board members for a position of Teen Librarian, proposing to hire a part-time, professional employee. He would like to hire a current staff member, who has completed a Master's in Library Science and who has capably managed teen programming and collection development for some time. Utah State regulations limit part-time employees to 30 hours per week. Christie Hansen moved that we approve James' hiring Brittany Benson for the Teen Librarian job; Von Mendenall seconded the motion; all present voted in favor of the motion.

The Summer Reading Program is currently the primary focus of all library staff activity. A successful kick-off party was held on June 4, 2019. The Friends of the Library sponsored purchases of some food, ice, and other needs, and Friends and some Board members volunteered with preparation and at the event. James commented that an email announcement that the

Friends sent to North Logan residents succeeded in encouraging many community members to attend the Summer Reading kick-off party. All library employees provided crucial assistance with the event. Jameson Smith, whose job is coordinating programs, deserves credit for visiting numerous businesses to solicit donated prizes for summer reading rewards.

Lyndsay asked if the Library tracks the number of North Logan residents who attend the Summer Reading kick-off, as she is curious about who benefits given that anyone is welcome to attend. While this has not been tracked in the past, James suggested that he could add a line to the registration form to collect this information.

James reported that a new library page will be hired soon and that applicants have been very diverse this time, representing a wide range of ages and educational backgrounds.

Cheryl asked James how she should answer when people inquire about the library's trend in purchasing books. James replied that they continue to purchase about the same number of print titles and that the number of digital book purchases is vastly increasing. He aims to reduce wait times for access to popular titles.

V. Library Board Positions for the coming year (2019-2020):

Cristal Robbins' term on the Board ends with this meeting. She has served two three-year terms and was the Board secretary for four years. We will miss her! Cheryl had asked if she could step down as Board treasurer, but she is willing to continue, and we convinced her to do so. We welcome Lynette Taylor as a new Board member. Approving her appointment was on the agenda for the most recent North Logan City Council meeting.

VI. Questions from Public Attendees - None at this meeting.

The meeting adjourned at 1:40pm. Next North Logan City Library Board meeting will be on Tuesday, July 2, 2019.

Board members met in a Closed Session to discuss Library Director James Britsch annual performance review.