

MINUTES

North Logan City Library Board Meeting
June 9, 2022 – 1:00 pm

Welcome:

Emily Wheeler, Chair, welcomed all in attendance. Those present included; Steve Derrick, Chair Elect; Linda Young, Treasurer; James Britsch, Library Director; Joni Kartchner, City Council Representative; Charlotte Brennand, Library Friends Liaison; John Bailey; Flora Shrode, Secretary

Minutes from May 12, 2022:

Linda took notes in Flora's absence, and Emily distributed them to the Board. Steve made a motion to approve the minutes; John seconded; all present voted in favor.

City Council Meeting Report:

Joni, as City Council representative and Linda, who attends City Council meetings, reported on library related matters. Lundahl Construction Company has won the bid for construction of the planned City Center facility and library expansion; estimated cost is \$6.1 million. The city interviewed three companies. Construction is estimated to cost \$5.5 to 5.6 million with the remainder allocated for change orders. Target completion date is August 2023. City officials are examining design options in hopes of reducing the project cost. Groundbreaking will take place June 27, 2022 at 3:00pm for the entire project (City Center and library expansion).

June 11 has been declared Cary Watkins Day to commemorate his contributions to North Logan City. Library staff member Lauren Bell was named as North Logan Exemplary Employee for the month of May.

Budget Report:

Linda distributed copies of the latest budget records for the library. She noted that the itemized report will be the last one the board receives, as the city has changed accounting systems, and Linda will receive only a partial report in June. Highlighted lines indicate areas where fiscal year allocations may fall short of expenses. Thorne endowment funds supplement the Library's base budget, and \$50,000 from that has been set aside for the library expansion. The non-resident fee has accumulated more than \$10,000. A question arose about the utilities - gas & electric line on the itemized budget. The amounts that appear in that budget line are inconsistent, and it seems that the value in the current report reflects more than one month's bills. Linda cautioned that it is likely that the remaining funds in the wages budget line will fall short because library employees are paid every two weeks rather than semi-monthly, and the last pay period begins June 17 with payment on July 1. The FY2023 budget for wages is set at \$286,000, which does not include a corresponding budget increase to pay for benefits.

James commented that he can control spending in most of the highlighted areas on the budget report (not utilities, collections, state grant, wages/benefits). The library has twenty-one

employees and is busier than ever. One full-time librarian waived benefits and negotiated a slightly higher salary in lieu of that expense. Part-time employees need the hours they have been working to complete their job tasks. James has asked part-time staff members to limit their hours to twenty per week or fewer. Some part-time workers usually quit in summer, which will provide flexibility in the budget.

The Library incurred a large expense related to maintaining the domain name for the website (hosted by the company EbscoHost). A technology consultant, Randy Grover, was hired, and he discovered that the name was owned by a small company in northern Cache Valley. Mr. Grover paid to reclaim the domain name. Standard protocol dictates that when an Internet domain name expires, the name's owner should contact the name's user, who can pay a fee to maintain access.

James hopes to be assigned responsibility for audiovisual technology in the new City Center and expanded library facility. Policies and procedures need to be established for many specific aspects of the City Center, such as: paying for heating and cooling; scheduling meeting rooms and event spaces; establishing rates and collecting fees for rental space; identifying needs for technology and audiovisual equipment and assigning responsibility for their operation, support, and maintenance. While some existing policies may serve as guides that can be adapted for the new facility, new policies and procedures will need to be established for most aspects of the City Center and Library. Demand for use of space for private events is impossible to predict. Thoughtful discussion is necessary to determine how fees will be structured and where funds will be distributed. Space for an events coordinator is depicted in the renderings for the "civic center," a new position envisioned for the facility. James knows that other public libraries will have useful advice from their experience constructing and operating similar shared-use facilities.

Charlotte made a motion to accept the budget report; Steve seconded; all voted in favor.

Board Membership:

We need two more people to serve on the library board, as Flora Shrode and Jenny Lyman will cycle off this year. Steve Derrick is Chair-Elect and will assume the post as Chair for 2022-2023. Emily Wheeler will be Past Chair and will be available to offer assistance, as her second term on the board extends through FY2024. She asked if anyone would consider serving as Chair Elect in FY2024. Emily also offered to continue attending meetings as the Library Board's liaison to the Building Committee. Linda Young agreed to continue as Treasurer at least through FY2023.

Director's Report:

The Summer Reading kick-off event will be Friday, June 10, 2022. James and three staff members attended the Utah Library Association conference in Layton, UT this month. Planning is underway for an Art Auction and fundraising event in August. James and two library employees visited Spring City, UT, where the public library holds an event that serves as a model

for North Logan City Library. Heidi Taylor is organizing this event, and she acquired a list of Utah artists from the Spring City library in order to invite those artists to participate in the North Logan Library event. Heidi also got good advice from Spring City's auction coordinator.

James showed board members slides of architects' renderings for the new City Center and expanded library building and explained many of the features depicted. The architects' drafts change weekly in response to input from the building committee, which includes City planners and officials. James solicits input from library staff members; they are concerned with function over form/aesthetics and describe their practical needs. No images for interiors were available yet.

The Library will soon have a new online catalog. James signed a three-year contract with Bywaters Solutions for the Koha library catalog software, which is not only much less expensive than the current system from Sirsi/Dynix but also offers many additional features. Many libraries in Utah have used Koha successfully for more than ten years. Koha is built with open source software, which means that the Library owns the software system and that it is readily customizable. Bywater Solutions hosts the system on their servers and follows standard back-up protocols to insure software integrity. James and other appropriate library staff members can make changes without involving vendor representatives or paying service fees. The user interface, called Aspen, functions as a website and provides exceptional flexibility for library staff to create forms (e.g., online patron registration), construct and distribute surveys, link to databases, embed widgets, and more.

James credited staff members, especially cataloger Emily Capitan, for their willingness to learn about Koha and how to use the functions relevant to their job responsibilities. The library staff participate in daily virtual meetings with Bywater staff to learn the software and review scenarios. James sits in on all of these training meetings, while staff members attend those relevant to their specific jobs. Linda Young inquired about the configuration management plan for the online catalog. James and Emily have full access to the entire system, which is compartmentalized with permissions set for access to functions according to employees' roles. The new system will be accessible on June 27 with July 1, 2022 as the "go live" date.

The meeting adjourned at 2:30pm.

Next meeting will be held on July 14, 2022 at 1:00pm.