

North Logan City Library Board Meeting
March 12, 2020
Minutes

- I. Welcome - Jenny Lyman, Library Board Chair, welcomed all in attendance, which included: Lynette Taylor; Cheryl Fullmer, Treasurer; Charlotte Brennand, Liaison to Friends of the North Logan City Library; Christie Hansen; Lyndsay Peterson, President, Friends of the North Logan City Library; Judi Poorte, Librarian; James Britsch, Library Director; Von Mendenhall; Emily Wheeler; Flora Shrode, Secretary.
- II. February Minutes: The group reviewed the minutes from the February meeting and approved them unanimously.
- III. Friends Report: Lyndsay Peterson, President of the Friends of the Library reported that a book signing scheduled for April 7 with author Jessica Day George has been canceled due to public meeting restrictions that have been announced to mitigate spread of the COVID-19 virus. Ms. George will meet via Skype with local schools. The Friends had a slight setback with their website because of a license renewal and will move the organizations' web page to the North Logan City Library website.
- IV. Budget Report: Cheryl Fullmer, Treasurer, provided copies of a summary budget report for February and a summary report for the yearly, audited budget. The annual budget report is useful in preparing a budget proposal for FY 2021. At eight months into FY2020, the February report shows 66.69% expenditure. A question arose about whether North Logan City owns the entire library building or only the large meeting room.
- V. Director's Report: James Britsch, Library Director explained that he would take part in a conference call with public librarians from around the state regarding procedures to follow in compliance with COVID-19 virus mitigation. He will heed instructions from North Logan City officials and the Bear River Health Department and will close the library if public schools are closed. James serves on the board of the Utah Library Association, and public librarians are communicating about their responses to the COVID19 virus outbreak. Presently, James is leaning toward canceling programming through May 2020.

Christie moved that we grant James emergency power to cancel library programming through May and discretion, contingent on official advice, to determine when to resume. Emily and Von seconded the motion; all approved unanimously.

The writing contest winners have been selected from more than seventy entries, and a celebration is scheduled for Friday, March 13. Due to an announcement from the state that, effective March 16, 2020, public gatherings in Utah will be limited to fewer than 100 people it is uncertain whether an in-person event will be held. An alternative may be for contest winners to meet in small groups with the authors who served as judges.

James explained that DVDs are the most frequently circulated items from the library's collection, and staff members have begun sanitizing them by wiping them as they were returned. Unfortunately, the library has a limited supply of cleaning resources on hand (e.g., sanitizing wipes, Lysol spray, and 409 cleaner).

At the last meeting we discussed the topic of North Logan City employees having non-resident library cards. All present agreed to continue with this practice. The matter of USU student paying for three-month library cards in order to have access to the online service Lynda.com (a software service that offers a suite of instructional videos about many computer programs, web design, photography, graphics, and other topics). James is considering revising the non-resident library card policy to discontinue a three-month option and to keep the price at \$90.00 per year, which is based on tax rates for North Logan City residents.

Judi discussed the policy about the time that items on hold remain waiting for patrons to check them out. Library staff members notify patrons within twenty-four hours that items they have requested are on hold. Judi recommends two days for DVDs and four days for all other items. The board will add this to the agenda for the next (April) meeting.

Closed Executive Session - Board members reviewed James' annual job performance evaluation.

Meeting adjourned.

Next meeting: April 9, 2020, 2:00pm