

North Logan City Library
Board Meeting Minutes
March 11, 2021

Welcome: Lynette Taylor, Board Chair, welcomed all in attendance, which included: Emily Wheeler, Linda Young, Treasurer; Lyndsay Peterson, President, Friends of the Library; Charlotte Brennand, Board member and Liaison to Friends of the Library; Steve Derrick; Von Mendenhall; Kate Petersen; Flora Shrode, Secretary; James Britsch, Library Director; Buzzy Mullahkehel, Liaison to North Logan City Council

Minutes of the meeting on February 11, 2021 - Flora sent the minutes to Board members and other attendees. Steve moved to approve the minutes; Emily seconded; all voted in favor.

Library Friends Report: Lyndsay Peterson reported that the judging of submissions for this year's teen writing contest is underway (Feb. 27 was the deadline for submissions). Winners will be announced March 27 at a virtual ceremony, featuring author Jessica Day George; awards include a Chromebook laptop and two Amazon Fire e-readers.

The Friends of the Library recently provided funds for the Library to purchase Nintendo Switch Lites and associated accessories. (A Nintendo Switch Lite is a handheld gaming device distinct from a full-fledged Nintendo, which connects to a TV.) The Friends of the Library also approved providing some funds to supplement the Library's collections budget; that money will help to offset necessary expenditures for facilities this year (expenses which have affected the library's projected spending for FY 2021).

The Friends will hold their annual meeting to elect new officers and welcome new board members on Monday, March 15, 2021. Library Director, James Britsch, thanked Lyndsay for her leadership of the Friends and expressed gratitude for their continued, generous support that enhances the Library's offerings to the community.

Budget Report -- Linda Young, Treasurer, sent board members an updated expenditure report before this meeting. She provided James Britsch, Library Director, with a new worksheet to use for the Library's FY2022 budget and met with him to discuss how to cover the recent \$30,000.00 expense to improve lighting in the building. Together they examined the budget numbers from 2019 and 2020 to assess how the proposed budget fits with recent spending history. This year's budget appears about \$11,000.00 short. [See notes from a meeting on March 25, 2021 to review the budget before it was presented to the City Council.]

James plans to resume charging overdue fines after a long hiatus to accommodate COVID-19 related disruptions to normal operations. Collections for fines could result in approximately \$4000 income. Income from fines, savings from postponing hiring any new personnel, and reducing expenses for travel and staff training will help to balance the FY2021 budget.

The line labeled "fund balance" shows \$11,878.00, and Linda remains uncertain about how that money may be used. The line labeled "professional services" shows \$16,000, which reflects the cost of installing a more secure computer firewall. Steve inquired about line 530 on the budget report, for "collections state grant." James explained that all public libraries in the

state of Utah receive funds, but we don't know when they will arrive or exactly how much to expect; he believes that the money will arrive soon. One contribution appears from Campbell Scientific for \$500.00; this appeared out of the blue, and monetary donations are typically channelled through the nonprofit Friends of the North Logan City Library because funds are easier to manage that way. James believes this is a one-time gift and doesn't anticipate additional gifts from Campbell Scientific.

Steve moved to approve the budget report; Von seconded; all voted in favor.

Policy item: James described the Library's purchase of Nintendo Switch Lites, funded by the Friends of the Library. Given the popularity of the computers dedicated to gaming in the Library's Maker Space, James anticipates that these will be in high demand and may have waiting lists for check-out. The circulation policy allows for two-hour check-out and a twenty-minute grace period before any fines are accrued. A fine of \$1.00 will be assessed if the device is not returned; an individual patron may check out the Nintendo Switch Lite for an additional two hours if no one is waiting to use it. Patrons will be required to provide their own headphones, and the library will make these available for purchase at cost (i.e., \$.50/set). James will publish this policy for the Nintendo Switch Lites on the Library's website.

Flora moved to approve this policy; Emily seconded; all voted in favor.

Library Director's Report:

James explained that he and the Library staff recognize that even though news and state guidance about COVID safety precautions change frequently, it is time to prepare for Summer Reading. A recent announcement states that face mask restrictions will be lifted on April 20, 2021, and that gatherings of 50 or fewer people will not require masks. That would indicate that meetings in the Library may resume, and James anticipates that restrictions will loosen through the summer of 2021.

James has booked performers for Summer Reading activities that the Library has presented in recent years, with the exception of a bounce house from Checketts' Entertainment. The bounce house has been exceedingly popular, but such an activity will not likely meet COVID safety standards. The Dazzle Dogs and Scales and Tales events have each been scheduled, and they can perform safely outdoors. The magician, whose show is very popular, will offer three performances, and the library will manage attendance at this indoor event by offering free tickets and may possibly stream the event online.

In summer of 2020, the Library did not offer tangible prizes for reading, but James hopes to return to that tradition this year. Jensen Books invites staff members to visit their warehouse and review inventory to select titles to offer as Summer Reading prizes.

Charlotte asked about the children's reading with dogs program; James explained the dog owners/trainers will determine when to resume that activity.

James expressed to the board members that he desperately needs to hire a staff person to provide support for library technology, and he may pursue hiring part-time assistance from a USU student while waiting for a new fiscal year and budget. The Library's maker space has been closed for COVID-19 safety, but James would like to open it as soon as restrictions loosen. It will be important to update the 3D printer, and James is investigating adding additional tools

like a sewing machin and possibly a Cricket scrapbook device. Kate suggested that it may be wise to poll library patrons to discover their primary interests for tools to equip the maker space.

Library Director Training: James reviewed databases available from the Library that provide articles from periodicals and a variety of other publications. He believes that we are well aware of electronic and audio books, but he wants to be sure that we know about the hundreds of other sources that are funded in large part by the Utah State Library. James demonstrated searching the *EbscoHost* database, which provides full text of articles in hundreds of periodicals, i.e., newspapers, magazines, and research journals. He clearly explained how to enter search words and recommended that we use the many filters available, such as specifying a publication date, limiting a search to search specific magazines, or searching for a particular article's author's name. As an example he demonstrated searching in *Consumer Reports* and its *Buying Guide* to learn about choosing a refrigerator to purchase. Other databases available include *Mango Languages*, a collection of automotive repair guides, a source for homework help, the *Lynda.com* source for online tutorials about a wide range of technological tools, and other resources.

Bylaws Sub-Committee: Linda Young has led the review and revision of the Library Board Bylaws. Articles V and VI remained for the group's review and approval.

Article V: We revisited three paragraphs that the board didn't approve at the February meeting. Linda had sent the revisions to the subcommittee, and the first question has to do with a nominating committee. Despite the procedure in the bylaws, the board has not established such committees in practice. The recommendation is to remove this paragraph. The second question is about officers' term of service on the board. Officers are elected annually, and the bylaws subcommittee suggests not restricting the number of times a person may serve in an office but to allow anyone to serve until the end of their term on the board.

Steve moved to approve these recommendations; Emily seconded; all voted in favor.

Article VI: The meaning of the annual report was unclear. The subcommittee recommends clarifying the language to reflect the text of the Utah code, which states that library board officers shall provide an annual report to City Council, summarizing their work for the year. This is distinct from the report that the library director prepares.

Steve moved to accept the recommended change; Flora seconded; all voted in favor.

Today's review and approvals complete the revisions and updates to the bylaws. We will provide a copy to all board members. We further discussed whether the City Council needs to approve the bylaws and the group decided unanimously that we will provide the document to the City Council for their information.

Board Business --Lynette listed the terms of service for current board members and officers. She encouraged everyone to consider serving in an officer role at some time during their service on the board. In addition, as we look ahead to July 2021, Lynette asks everyone to consider people who may be good candidates to serve on the board and in officer positions. One correction, reflected here, is that Flora will complete a second term on the board in July 2022.

Terms Complete July 2021

Von Mendenhall (1st)
Emily Wheeler (1st)
Lynette Taylor (2 yrs.)

Terms Complete July 2022

Jenny Lyman (2nd)
Flora Shrode (2nd)

Terms Complete July 2023

Charlotte Brennand (2nd)
Linda Young (1st)

Terms Complete July 2024

Steve Derrick (1st)
Kate Petersen (1st)

Library Strategic Plan: James and Lynette have been discussing this. A new plan will focus heavily on new library facility planning based on signals from the mayor and city officials that it is appropriate to pursue this opportunity.

Other - Von thanked Linda for her conscientious work on the budget and for preparing such clear reports. He also commended her leadership of the subcommittee that reviewed and recommended changes to the bylaws. We board members are grateful for these efforts.

Motion to Dismiss Steve moved, Charlotte seconded - 2:21pm
Next meeting will be April 8, 2021 at 1:00pm.