

**North Logan City Library Board
Meeting Minutes, March 5, 2019**

I. Welcome and Roll:

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

- a. Minutes from the February meeting were approved.
- b. No follow-up business remained from last month.

II. Friends of the Library Report:

Lyndsay Peterson, President of Friends of the Library, reported that the group has decided to operate with dedicated positions of President, Vice President, and Historian. Lisa Wilcock has been elected as Vice President.

The Friends are developing a program to be offered in 2020 called “Better Days” about women’s suffrage and the 19th Amendment to the U.S. Constitution, granting women the right to vote. The Friends are also planning future sessions of the popular Authors and Illustrators presentations.

James commented that he appreciates the Library’s productive relationship with the Friends and values their programs.

III. Budget:

Cheryl Fullmer, Treasurer, distributed copies of a budget report for the Library from North Logan City. It is dated 02/2019, and Cheryl explained that it reflects the budget status as of January 31, 2019.

The bottom line of the budget report indicates that 56.52% of the budget has been spent, which is appropriate at this stage in the fiscal year (58.33% of FY2019). Cheryl reported that the “Facilities Allocation” and “Administrative Allocations” are up-to-date now; previous reports have reflected 0 expenditures. She pointed out the line labeled “dedicated property tax-Library,” which shows \$376,034 and noted that additional funds may be added there. The lines for wages and benefits show 55.50% and 54.98% expenditures, respectively. The line labeled “Professional Services” is a bit over budget, but that can be explained by the fact that some of those funds should be reflected in the budget line for “Library Software Maintenance,” and Library Director James Britsch and the City are aware of that. A line labeled “Collections-State Grant” shows 0, but another line in the budget, called “State Grant,” indicates \$6100, which has been received from the state.

IV: Director’s Report:

Library Director James Britsch showed the group an Orion telescope that has been donated to the library by a local chapter of the American Astronomical Society. The telescope will be available to circulate for seven days and comes with accessories and instructions for its proper use. James worked with Library staff member Michelle Tippetts to amend the circulation policy for “Digital Devices and Kits” to establish a seven-day check out period for the telescope and \$5/day late fee (that policy indicates fourteen-day check out for Kindles and ten days for GoPros). The following conditions apply to the telescope: patrons must be 18 or older, they commit not to misuse, damage, or destroy the telescope; and they acknowledge that they should return the complete kit (telescope, accessories, and instructions). Patrons are asked to sign a statement indicating that they understand the policy and agree to pay for damages or replacement if the telescope is abused or lost. A representative from the Astronomical Society will check the telescope monthly. No reservation system is planned for the telescope, but patrons may request to place a hold on it as with other library materials. The replacement value for the telescope is \$364. MOTION: Christie Hansen moved that we approve the amended policy to circulate the donated telescope. Von Mendenhall seconded the motion. The motion was approved unanimously.

James held a staff meeting in late February and provided additional leadership training. Staff members reviewed basic procedures such as the necessity for employees to find a substitute if they cannot work a shift for which they are scheduled. James invited all library staff members and city employees to participate in the leadership training; three people attended. He guided the group in discussing recent books, including *Good to Great* and *Strengths Based Leadership*, and current leadership trends and strategies.

Typically, employee evaluations are held this time of year. James will meet individually with each library staff member to discuss their goals, as he finds this approach to be more productive than traditional evaluations. Merit-based raises for city employees’ wages are possible for FY2020, ranging from 2.8 to 3.2%. James is unsure about the best approach to take, but he will likely recommend 3% increase across the board since most employees work part-time, and most perform with excellence. Where necessary, he will discuss needs for improvement with the hope of seeing evidence of change by the new fiscal year, July 1.

The Library’s popular Summer Reading programs will be offered similarly to last year. There will be three shows featuring the “Magic of Mike Hamilton” to accommodate demand. Last year’s attendance exceeded fire code limits for the library building. Adding a third seating costs \$150. Although people attend the shows free of charge, James may set up online registration and possibly limit attendance to North Logan City Library patrons.

James reported on a change to the Library’s Movie Mondays, which will be offered once each month instead of weekly. Attendance has been varied, two to twelve people. While the library is careful to choose only G- or PG13-rated films, they received a complaint about a character who was homosexual. A few problems have arisen with the sound quality, and on one occasion the page who was scheduled to operate the equipment failed to show up. In addition to

changing to a once per month schedule, a regular clerk will oversee projection of the movies to assure proper operation. Scheduling particular films is driven by when films are released and available to the library. Movie Mondays are advertised on the Library's website and in the North Logan City newsletter.

Board member Cristal Robbins inquired about staff morale. James recognizes some lingering frustration about the changes to library leadership. He believes that employees understand that management decisions must be made, and that they know that in cases regarding personnel, all who are affected may not be privy to private, background information.

A patron who regularly visits the library has suggested posting advertisements about Library events and services in the bathrooms. Board members present agreed that this is worth a try, and James will investigate purchasing sign holders for this purpose.

A board member asked about the best procedure for donating books. She brought some boxes of books, and the staff member at the circulation desk told her to put them in the hallway. James will remind employees about how to handle donations, which are best given to the Friends of the Library, as they manage the continuing book sale and have a system to review and select titles to sell. Staff members can accept the books and then inform Lyndsay Peterson, President of the Friends of the Library. In the case where a donor wishes to provide a book that is not available in the general collection, they should request that James review it, and he will determine whether to add it to the collection. Donation slips are available to estimate the value of donated books for tax deductions.

Christie Hansen inquired about the status of a possible change to the fee for a non-resident library card, which the Board discussed at the February meeting (changing from \$90 to \$60). James has continued to explore this with Damon Cann, Mayor Pro Tem of North Logan and the Mayor of Hyde Park, but no action has been taken. No change to the fee is imminent. One idea is that Hyde Park City could reimburse citizens for part of the \$90 non-resident fee for a North Logan City Library card. The Board acknowledges that it is illogical to encourage increased use of library resources without additional revenue to offset the demand and wear and tear. Some Board members recall that options for Hyde Park citizens to use the North Logan City Library have been discussed many times over the years without any progress. Board members present applauded James' generous attitude and willingness to consider expanding library services to citizens.

V. Other Business:

No additional business was discussed.

The meeting adjourned at 1:57pm. The next North Logan City Library Board meeting will be on Tuesday, April 9, 2019.

