

North Logan City Library Board
May 13, 2020
Meeting Minutes

- I. Welcome - Jenny Lyman, Library Board Chair, welcomed all in attendance, which included: James Britsch, Library Director; 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; Von Mendenhall; Emily Wheeler; Steve Earl; Buzzy Mullahkhel, Liaison to North Logan City Council; Flora Shrode, Secretary.

- II. March Meeting Minutes: Christie Hansen read the March meeting minutes and noted one correction to be made. All in attendance approved the minutes unanimously. No meeting was held in April because the Library building was closed to the public as a precaution to reduce the risk of spreading the coronavirus.

- III. Budget Report: Cheryl Fullmer, Treasurer, explained that no current report was available since the coronavirus had disrupted business at the City offices. James noted that the North Logan City Library's budget is in good shape and has not lost funding, unlike some other public libraries that rely on sales tax and other income sources that fluctuate.

- IV. Policy Items:
 - a. Video/board games: Library Director James Britsch proposed purchasing several games for circulation to library patrons. James' always places priority on benefit to the community when making purchases for the library, and he wants to make judicious choices in using funds that were budgeted for expenses associated with events that have been canceled because of the coronavirus. The Library's Gaming Club has been very popular, and while city residents are practicing social distancing, families likely would appreciate the option to check out games from the library. James proposed to buy video games for the Playstation, X-box, and Nintendo Switch platforms and a variety of board games.

Board games require storage and visibility, so the Library will purchase cabinets with glass doors. Because video games are expensive, the Library will likely not display them openly, but staff will adopt procedures similar to those used in video stores of old, where boxes are displayed on the shelves, and patrons are given the discs when they check out.

All in attendance approved purchasing games to add to the circulating collection.

- b. Library card renewals/digital: James proposed simplifying the non-resident library card policy to offer only a card that will be active for one year for \$90.00. He recommends discontinuing both

the option to purchase a three-month or “summer” card and the option to pay in installments. He provided copies of the current policy. The \$90.00 fee was established as a fair price for non-residents based on the property taxes that North Logan residents pay to support the library. The three-month card was instituted several years ago in part to serve “Summer Citizens,” retirees, who spend summer months in Cache Valley, and a question arose about meeting their needs. James suggested that charging the higher price is justified because it offers a full year of access not only to the Library’s physical collections but also to the vast number of e-books and other online resources that can be used from anywhere.

All in attendance voted in favor of simplifying the non-resident card policy, continuing the \$90.00 fee for an annual card, and discontinuing both three-month cards and the option to pay in installments.

James next proposed discontinuing print forms for library card applications and moving the transaction online. The Sirsi/Dynix library catalog system that the North Logan City Library uses offers a method for online card applications. Patrons would still be required to present official identification and proof of residence in North Logan City, but the form they complete to request a library card would be online (the transaction could be conducted with a tablet computer, like procedures used at many doctors’ offices). The policy currently indicates that library cards must be renewed every three years, and signed registration forms for library cards will be kept on file. We will delete reference in the policy to “registration forms on file” and a statement about renewing non-resident cards for periods shorter than one year.

All in attendance approved moving the library card application form online.

James provided copies of the current circulation policy and described the updates it will need to list loan periods for circulating video and board games and the change to library card renewals. Two video games per library card may be borrowed for a four-week loan period, and two board games may be checked out for a one-week loan. Overdue fines are spelled out in a separate policy and will be higher for video games than for print materials because of their higher purchase price.

All in attendance approved these updates to the circulation policy. Flora will make these edits and send the file to James.

- V. Director’s Report: James handed out text that he planned to submit for the North Logan City Newsletter about the availability of games for circulation and adjustments to the Summer Reading Program in light of the coronavirus. Summer is the busiest time of year for most public libraries, and the North Logan City Library had scheduled many events and made plans with vendors and performers. Mayor Damon Cann recommended against canceling summer reading events. Nevertheless, it is likely that social distancing recommendations remain in force, and maintaining safe personal distance would be a challenge for the traditional Summer

Reading activities. James and the Library staff will employ a Reader Zone app to manage summer reading online. Patrons may set up a profile using the app, which is available through Google Play or the Apple Store; code 90c7f enables setting up a profile for North Logan Library. The Library is pursuing alternatives to in-person events and has cancelled reservations with Checketts Amusements (they set up rides and bounce houses) for both the Summer Reading kick-off and water party. Some events could be offered via video, and performers could still be paid for their effort. A lottery or drawing for tickets to attend events in person could be a means to limit the number of attendees while still having an audience on site. Board members discussed various options and ideas for how the library could conduct a fair selection process. The group reached no final decisions.

Jenny asked about hiring a reference librarian, a continuing need that James has expressed. When James assumed the post of Library Director in 2018, Mayor Cann recommended holding off on filling professional positions for two years. The Board will revisit this topic at future meetings. Library staff will not receive pay raises since other City departments cannot afford to offer raises now.

James mentioned that in an effort to continue updating and improving the library facility, new lighting will be installed in the coming months and new furniture has been ordered. Expenses for these improvements will be balanced by cancellation of summer events.

Meeting adjourned.

Next meeting: June 11, 2020, 2:00pm