

May 19, 2021
North Logan City Library
Board Meeting Notes

Welcome: Lynette Taylor, Board Chair, welcomed all in attendance, including Linda Young, Treasurer; Von Mendenhall; Charlotte Brennand, Board member and Liaison to Friends of the Library; Jenny Lyman; Lyndsay Peterson, President, Friends of the Library; James Britsch, Library Director; Kate Petersen; Steve Derrick; Emily Wheeler; and Flora Shrode, Secretary.

Minutes from April 8, 2021 meeting:

Flora missed that meeting but sent a draft of notes that Kate Petersen shared with her. Linda and Charlotte recommended some corrections. Steve moved that we approve the minutes pending the corrections; Von seconded. All voted in favor. [Flora made corrections and distributed the file May 20, 2021.]

Friends Report:

Lyndsay Peterson, President of the Friends of the Library, informed the board that the Friends are improving the library foyer, where books are available for a perpetual book sale. Library Friend, Lisa Wilcock will paint to give the area a “dramatic facelift.”

Lyndsay and Charlotte announced that the Friends are planning a fundraising book sale and will stock the book buggy in preparation. A local bookseller, Jenson books, offers the Friends the opportunity to visit their warehouse and choose books from among “prepulp discards,” which are titles that have not sold and will be recycled. Board members are welcome to join a “book pull” on June 11, at 10am; Jenson books is located at 1189 West 1700 North in Logan. Childrens’ books and titles that may appeal to North Logan City Library clientele are primary targets. Barbara Middleton, long-time North Logan Library Friend, and Charlotte will arrive early to pre-sort and prepare for the day’s work. Board members should contact Charlotte if they want to volunteer to help with the book pull.

Budget Report:

Linda Young provided the current library budget report via email to board members and in print to those present in person. The current income is only \$3000 short of the anticipated FY2021 funding. Funding sources that have added to the Library’s balance include contributions from Friends of the Library, U.S. CARES Act funding, and a donation from Campbell Scientific.

The Library capital account (\$20,000) has not yet been transferred to a holding account for the new library.

Linda and Lyndsay clarified that the Thorne Endowment provided \$60,000 in supplemental funding for use by the Friends to support the library this year. The Friends provided \$30,000 directly to the library budget (account 21-380-709 on the financial sheet). This account is reserved for one-time purchases by the library that are approved by the Friends. When projects are approved, the expenses

are recorded in “Special Proj: Thorne Spec Use” (account 21-458-631). The remaining \$30,000 is not part of the library budget and is used by the Friends at their discretion.

It is important to remember that money in the “Fund Balance” line on the financial sheet (account 21-290-810) is not available to cover any budget shortfall. At the start of the new fiscal year, money from the “Fund Balance” line is transferred to a restricted cash account to ensure that the “Thorne Specific Use” funds remain segregated from the general library funds until they are used.

Lyndsay commented that we have arrived at the time of year to remind the Thorne Endowment managers that a deposit would be most welcome. Lyndsay, Lynette, James, and Linda will meet with the Thorne Endowment administrators.

Steve Derrick moved to approve the budget report; Flora seconded the motion; all voted in favor.

Board positions reminder:

Lynette reminded everyone that we need to identify people to serve as Library Board Chair, vice chair, and secretary by July 1, 2021. Please share any ideas for nominees with Lynette and with the other board members.

Library Update:

James Britsch, Library Director, handed out a schedule of events planned for summer, from June 30, 2021 - August 11, 2021. The summer reading app, ReaderZone (code 5c190) will be used again this year to track summer reading goals. As youngsters reach their reading goals, they are encouraged to visit the library for prizes. Summer reading activities are scheduled on Wednesdays from 10:00am to 2:00pm.

The Library’s maker space has new gaming computers for patrons to use. The Friends of the Library donated Nintendo Switch Lite gaming tools; these have been slow to take off, but summer may see a surge in interest.

This summer’s theme from the American Library Association is “Tails and Tales,” which fits well with North Logan City Library’s events that feature animals.

James reported that he has devoted intensive time over the past two weeks to interviewing people to fill positions for three library pages and one full-time librarian. The library received 50 applications for the page jobs; they have hired two as of today. A third applicant, whom they interviewed, was overqualified for a page position. James offered that person a clerk job. James aims to hire the third page by the week of May 24.

The job opening for a librarian resulted in twelve applications (May 14 was the deadline). Five applicants were very well qualified; two interviews are scheduled for Tues, May 25, and one more remains to be arranged. The people who will interview the candidates are James, Jenny Lyman, past library board chair, and Buzzy Mulahkhel, City Council Representative to the Library Board.

The board meeting adjourned at 1:00pm. Board members viewed two sessions of the Utah Library Association’s conference, which was offered virtually via zoom this year. Two sessions aimed

at public library boards were offered from 1:00 to 4:00pm; the presentations were titled, “Leading Libraries: Library Board training and Strategic Planning,” and speakers included public library directors, staff members from the Utah State Library, and former Utah public library managers who are now consultants.

Next North Logan City Library Board Meeting is scheduled for June 10, 2021, 1:00pm.