

North Logan City Library Board
Meeting Minutes
February 13, 2020

I. Welcome: Board chair, Jenny Lyman, welcomed all who attended, which included: Jenny Lyman, Chair; James Britsch, Library Director; Cheryl Fullmer, Treasurer; Lyndsay Peterson, President, Friends of the Library; Charlotte Brennand, Liaison to Friends; Von Mendenhall; Lynette Taylor; Emily Wheeler; Flora Shrode, Secretary; and Linda Young, guest.

II. January Meeting Minutes: The group reviewed the minutes of the January meeting. Flora learned that she should send minutes to both board members' North Logan Library email addresses and personal addresses to be sure that everyone receives the minutes before the meeting. Lynette moved to approve the minutes; Von seconded; all voted in favor.

III. Friends Report: Lyndsay Peterson reported that the Friends of the North Logan City Library held their annual meeting recently. There have been no changes to officers or to members of the executive board of the Friends, who hold two-year appointments. The writing contest has been very successful with 75% more entries this year than in 2019. The winners will be announced on March 6, and a party is planned for March 13. An upcoming event is that author Jessica Day George will hold a book signing on April 7. Barbara Middleton has informed the Friends that an exhibit called "Water/Ways," from the Smithsonian Institution Traveling Exhibition Service, is planned for 2021; Hyrum Public Library will be the local headquarters for the exhibit.

IV. Budget Report: Cheryl provided the budget summary page from the North Logan City office, and with 53.88% spent, the status of the budget is good for this time of year. Cheryl noticed that the dedicated property tax line shows exactly the same dollar amount that was predicted as income for this fiscal year, and she questioned the likelihood of that happening. She asked James to inquire of City officials how they arrived at the specific dollar amount. Cheryl noted that while wages and benefits expenses appear on the budget report for the month of January, few other expenses are shown. She suspects that some bills have been paid and will be reflected on a more complete report at the end of February.

V. Lynda.com: The North Logan City Library purchases an annual subscription to this online service (now operated by LinkedIn Learning), which offers a wide range of courses on software, programming, business tools, and creative uses of technology in web design and photography. Library Director, James Britsch received an email from a professor of technical communication at Utah State University, who requires his students to use Lynda.com for course assignments. In the past, students have signed up for a three-month non-resident library card at

the North Logan City Library for \$24, which enabled them to log onto Lynda.com. The regular rate for students to subscribe to the service is \$29.00/month. Recently, students inquired about this option for a non-resident library card at the Logan City Library, not realizing that Lynda.com is offered by the North Logan City Library. This exchange raises a question about privileges that should be included with non-resident library cards.

James inquired of USU Libraries Dean, Brad Cole, about the possibility of USU's Library providing access to Lynda.com. That library purchases limited access to the service for use by its staff and will not likely expand their subscription to make Lynda.com available campus-wide.

The group discussed the nature of Lynda.com and what the North Logan City Library pays for its subscription. James will pursue a report of the number of users or logins so that we can consider the service's value in light of its price (Cheryl found a budget line that shows a payment of \$2500 in Dec. 2019 for one year's subscription). If James discovers only a small number of users, and if the use occurs during USU spring semester, we may conclude that USU students are the primary beneficiaries of access to the service. If that appears to be the case, James may inquire about changing the Library's subscription to limit it to staff use if that would result in substantial cost savings.

VI. Library Cards for Family Members of Non-Resident City Employees: James explained that employees of North Logan City have traditionally enjoyed the privilege of having a non-resident library card free of charge (non-resident cards are issued for one year at a time). This is not reflected in the existing policy for non-resident library cards. Library staff have asked if family members of city employees may have their own library cards. All in attendance agreed that city employees and their family members should have the option to apply for a non-resident library card free of charge. James will revise the non-resident library card policy and bring a draft to the board meeting in March.

VII. Director's Report: James reported that overall operations are going very well. His challenge is to find opportunities for staff members to apply their particular talents at work, as all of the employees are capable and reliable.

Early planning for summer reading 2020 is underway. James and Jameson have begun contacting performers and vendors for the kick-off event..

James recently submitted an update about Library activities that was published in the North Logan City newsletter, which is distributed to all residents. His update follows:

The North Logan City Library has Activities and Clubs for Everyone

The Gilded Book Game club, for teens and adults, meets regularly at the library to play board games like D&D and chess. The Lego club gives kids the opportunity to build with the library's Legos and display their creations. Reading to Dogs gives kids the chance to read to, and hug, trained service dogs. The library's Teen Night provides supervised activities, and snacks, every week. Story time for kids is every Tuesday and Friday morning. Spanish story time meets twice a month. Of course, the library also has other incredible resources, like computer labs for kids and adults, 3D printing, online article databases, eBooks, and much more! Oh yeah, and new books every week! Go to the library's website for event times and more information. Northloganlibrary.org

VIII. Other business:

a. One of the Library Board's duties is to review the library director's performance annually. Jenny asked for volunteers to join her in meeting with James. Lynette Taylor, board chair-elect, will join Jenny for that meeting, and they will write a letter to the city.

Emily Wheeler commented that the library's display of books by local authors is popular among authors she knows. James reminded everyone to encourage any local authors whom we know to bring a copy of their book to the library so it may be included in the display.

Charlotte Brennand updated the group on storage options for the inventory of gift books that the Friends of the North Logan City Library maintains. Presently, these books are stored in a horse trailer that belongs to Barbara Middleton. The Friends have given approval to Charlotte and Barbara to purchase a trailer that can be dedicated to book storage, and they continue to search for an affordable one that would meet the need. [The "Book Buggy" is a trailer that the Friends of the North Logan City Library use to sell books they receive as donations. Proceeds from book sales are donated to the library to supplement its budget. Friends representatives take the Book Buggy to events like the Cache Valley Gardeners' Market and summer festivals like "Trout and Berry Days" in Paradise, UT.]

Linda Young attended today's meeting as a guest, and she has agreed to consider serving as treasurer for the Library Board. Cheryl Fullmer offered to show her the steps she takes to gather and maintain budget information. Board chair, Jenny Lyman, will submit Linda's name to North Logan City Mayor, Damon Cann, for approval. Cheryl will continue attending board meetings through her term, which ends in June. We are grateful to Cheryl for her careful record keeping and the assistance she provides to James to assure that the library's budget is in order.

Next meeting: March 12, 2020, 2:00pm