

Minutes
North Logan City Board Meeting
(Meeting at the library)
September 9, 2021 – 1:00 pm

Welcome: Emily Wheeler, Board Chair, welcomed all in attendance, which included: James Britsch, Library Director; Jenny Lyman; Lynette Taylor, Past Chair; Linda Young, Treasurer; Kate Petersen; Steve Derrick, Chair Elect; Charlotte Brennand, Liaison to Friends of the Library; Lyndsay Peterson, President, Friends of the Library; Buzzy Mullahkhel, City Council Representative; Flora Shrode, Secretary; Damon Cann, North Logan City Mayor (Guest)

Minutes for August 12, 2021 meeting: Linda noted two corrections to make. Those present approved the minutes pending the corrections; ??moved and ?? seconded. All voted in favor.

Friends report

Lyndsay Peterson, President of the Friends of the Library reported that the Friends have received the first check from Better World Books, which is an international book seller with whom the Friends collaborate to get the best return for books that people donate for the book sale. The Friends organization receives a certain percentage once books sell. Given the person-hours that go into selecting books, the return is low, but the Friends believe this is the right source for now. Books that are not shipped to Better World Books are sold from the entryway shelves at the Library or from the Book Buggy at various events throughout the year.

Budget report

Linda Young, Treasurer, provided copies of the budget summary for everyone. She noted that expenses for office supplies were much higher than anticipated in FY2021. Software maintenance costs always represent a major expenditure and usually increase annually. James mentioned that he would like to pursue migrating to a different library information system (i.e., the software that operates the online catalog and integrates collections purchasing and circulation). An open source system may be much less expensive and more customizable than the traditional catalog products the library has used to date. Choosing a new system would be a major decision.

Steve moved to accept the budget report; Lynette seconded the motion; all voted in favor.

Open board positions

Emily Wheeler, Board chair, asked everyone to help identify potential board members to fill seats vacated by Von Mendenhall, who completed a term, Lynette, who will move away from Cache Valley soon, and Kate, whose work schedule conflicts with her service on the board. The Library Board bylaws specify that the board will have nine members; this has changed over the years, increasing from five or seven in the past.

Emily recommends Jeanine Hugie and will follow up to ask about her interest and availability. Someone suggested a person who has been a long-term member of the Friends of the Library, but Mayor Cann cautioned that best practice is for the Board to maintain separation from the Friends of the Library.

The Library Board bylaws specify that a City Council member attend meetings as a non-voting member. Mayor Cann suggested that we could change that to give the City Council representative voting rights. That change would add a person to the board membership. The City Council representative advocates for the Library with the council similarly to the way that other North Logan City departments are represented on the council, e.g., police, fire, city planning commission. The Mayor recognizes that the Library Board's role and responsibilities differ somewhat from City Council representation for other North Logan City departments. Buzzy Mullahkhel's term on the council extends for two more years; he has adjusted his work schedule in order to attend Library Board meetings more regularly this fall. We will investigate to find out if other public library boards in Utah have city council representatives among their members. Mayor Cann noted that there are twelve cities in Utah that have dedicated taxes to support the public library, and that would be a good list to start with as we consider changing the bylaws.

Anyone who agrees to serve on the Library Board should acknowledge that we hope that they would assume a leadership role at some time, as we rotate officer positions.

New library position

Library Director James Britsch is prepared to hire a Public Services Librarian, a position that will fill important needs to oversee programming and to plan community events. He shared the job description with board members in advance of this meeting. Currently, James manages library technology and believes that it is reasonable to separate technical functions from planning programs and events. The last time the library advertised a position, James limited postings to Utah; this time he would like to post the job to the wider region of Western states.

Steve moved to approve James' hiring plan; Linda seconded; all voted in favor.

Library Policy Discussion

Library Director, James Britsch provided drafts of some policies that he proposes and that will address some needs that have arisen recently in the library.

- Phone use: Most libraries do not limit staff members' ability to use their personal phones while on duty. The North Logan Library uses an app called "Crew" for communicating with and scheduling employees, and that requires that individuals have their phones available while they are at work. Another benefit of having phones on

hand is that staff members can use their devices to show patrons how to use electronic sources like ebooks, article databases, and library services that are available online. Enforcing responsible use of cell phones can be challenging, but James hopes that staff members will exercise discretion and not abuse the privilege of having their phones available.

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

- Long term absences: A part-time employee has asked for a few months' leave of absence for an opportunity to travel internationally. James consulted with Karen Jukes, North Logan City Human Resources specialist, to learn about city policy governing extended unpaid leave. City policy pertains to full-time positions, and departments generally try to hold positions open for employees who request leave without pay. The standard policy is to allow up to 30 days' leave, except in cases where the Family Medical Leave Act applies or where circumstances are guided by other applicable law. The Library needs to establish a policy that specifies options for full-time and part-time employees to request unpaid leave. Important details will include: the position affected, timeframe for a specific leave request, and conditions for holding positions open for an employee's return to work. Mayor Cann recommended that the Library consult with City Administrator, Alan Luce, to verify that any policy that we propose coordinates with North Logan City employee policies. [Added after the meeting: Kate Petersen sent the board draft text that we can consider at the October 2021 meeting.]
- Holds over holidays: The current time for items to be on hold is two days, which seems too short to allow for communicating with patrons and for them to check items out. Library staff propose changing the policy to hold items for five days, which would allow more flexibility, especially when holidays occur during the time in question. Patrons are notified within twenty-four hours about items for which they have requested holds. The current limit to check out electronic items (DVDs and BluRay discs) is ten; James would like to increase that to twelve. Library cards for underage people are attached to their parents' library card.

Charlotte moved to approve these changes; Flora seconded; all present voted in favor.

- Kindle policies and fees: James recommends changing the Digital Device policy and fees to remove Kindles from the text, as he would like to discontinue circulating Kindles. While the devices are designed for personal use, the Library has provided Kindles for check-out, and these have been loaded with public domain books, and patrons could check out e-books to read on a Kindle they borrowed. Removing files after patrons return Kindles is time-consuming, and offering such devices has become ineffective after a few years.

Steve moved to approve removing Kindles from circulation and from the policy; Flora seconded; all present voted in favor.

Director's report

James Britsch, Library Director, reported that the programs in summer of 2021 had very high attendance, averaging 100 to 150 people per session. Library staff used program events as opportunities to encourage people to sign up for library cards or to renew cards. At every event they promoted a raffle to win a Kindle or other prizes. Morgan Taylor's resignation from the library staff has been difficult, as she managed summer programs. James hopes to fill the Public Services Librarian position soon.

The Library has tried to follow guidelines for COVID safety and has aimed to coordinate procedures with public schools' approach. James takes direction for the Library from the North Logan City leadership and the Bear River Health Department.

Closed executive session to discuss personnel issues

Flora moved to begin a closed session; Steve seconded; all voted in favor.

Flora moved to return to an open meeting.

Utah Open Public Meetings Act (OPMA) Training

Mayor Damon Cann annually provides training for Library Board members about the Utah state Open and Public Meetings Act, which sets forth legal requirements for bodies like the North Logan City Library Board to announce meeting times online and to provide agendas and minutes reasonably promptly. As the meetings had run past the usual one-hour time, Mayor Cann offered to review this information at a future meeting.

Jenny moved to postpone the OPMA training; Linda seconded; all voted in favor.

Adjournment: Charlotte moved to adjourn; Flora seconded; all present voted in favor.

Next board meeting 14 October 2021, 1:00pm at the North Logan City Library