

DRAFT Minutes
North Logan City Board Meeting
(Meeting at the North Logan City Office, as the Library was closed for Veterans Day)
November 11, 2021

Welcome: Emily Wheeler, Board Chair, welcomed all in attendance, which included: Jenny Lyman; Linda Young, Treasurer; 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

Minutes for the September 8, 2021 meeting: Flora made corrections that Linda suggested and will complete the minutes. Those present approved the minutes pending the corrections. Steve moved to approve the minutes; Charlotte seconded the motion; all voted in favor.

Friends report

Lyndsay Peterson, President of the Friends of the Library reported that the Friends are clearing out and reorganizing filing cabinets that contain historical documents about the library. They are establishing a sustainable system to preserve records, creating a folder for each year, beginning in 1998. They are discarding unimportant papers and retaining appropriate financial records. The friends seek a new person to serve as historian; Lisa Wilcock may take on the role as prescient when Lyndsay is sworn in as mayor of North Logan City in January of 2022. For continuity on the Library Board, Lyndsay may continue to attend meetings until March of next year.

Lyndsay, Charlotte, and Barbara Middleton scan donated books' title pages to send to Better World books for their review and selection. They need help with this and may discontinue this effort.

Budget report

Linda Young, Treasurer, provided copies of the budget summary for everyone. As of November, 33.33% of the fiscal year has passed; expenditures stand at 35.34% of the proposed budget. Linda explained that the city has a new accounting system, and Scott Bennett, City Recorder, has not been able to close accounts fully from FY2021. Linda will provide a complete new budget for the board at a future meeting. The category for building and grounds will go over budget because of expenses to repair leaks in the library roof and wall (in the southwest area of the building). Linda noted that invoices from Ingram, a major supplier for the library, are always delayed, and this can make it difficult for library staff members to track expenditures. The budget may appear to be in good shape, then lagging invoices arrive, must be paid, and should be attributed to earlier months' expense reports. The budget line for supplies and repairs is distinct from building repairs or office supplies and represents expenses related to the library collections such as copy machines, shredding, and DVD cabinets and cases.

Steve moved to approve the budget; Jenny seconded the motion; all present voted in favor.

Open Board Positions

Emily Wheeler, Board chair, reminded the group that we have proposed a few names for potential board members to fill seats vacated by Lynette Taylor, who moved away, Von Mendenhall, whose term ended, and Kate Petersen, who resigned from the board because of scheduling conflicts. We are waiting for Mayor Damon Cann to ask these potential members if they are willing to serve, and it is possible that he is waiting to let Lyndsay carry out this task when she becomes mayor. Utah Law and our Bylaws specify that the Board shall have “not less than 5 or more than 9 members;” this has changed over the years, increasing from five or seven in the past.

Director's report

James Britsch, Library Director, was on vacation and did not attend the meeting. The board will revisit the long-term absence policy for employees at a future meeting. The library's annual statistical report for 2020 is due to the Utah State Library in November. Linda commented about statistics that she has examined that show that the Smithfield public library circulated twice the number of physical materials than the North Logan Library. Someone asked if the games, DVDs, and other non-print materials were included in the circulation counts. Additional suggestions were that we may get a better feel for library use by comparing circulation or use of e-books from the North Logan Library to the numbers reported by Smithfield or other Cache Valley Libraries. The most accurate assessment of the library's relevance based on community use would come from comparing a range of years' reports, e.g., 2003 to 2020.

The meeting adjourned at 1:45pm. The next meeting will be January 13, 2022 at 1:00pm at the Library.