

North Logan City Library Board Meeting
Minutes
October 8, 2020

I. Welcome: Lynette Taylor, Library Board Chair, welcomed all in attendance. Those present included Emily Wheeler; Jenny Lyman; Von Mendenhall; Linda Young, Treasurer; Lyndsay Peterson, President, Friends of the Library; Charlotte Brennand, Board Member and Liaison to the Friends of the Library; Buzzy Mullahkhel, Liaison to City Council; and Flora Shrode, Secretary.

II. Library Friends Report - Lyndsay Peterson, President of the Friends of the Library
[Flora, Secretary - I arrived late to the meeting and missed Lyndsay's report. I will add a note here when I listen to the recording of the meeting. - 11/10/2020]

III. Minutes for September 10, 2020 - Flora Shrode, Secretary. Everyone had received the minutes. Von Mendenhall moved to approve them; Linda Young seconded; all voted in favor.

IV. Budget Report - Linda Young, Treasurer handed out copies of the latest budget report. As of Sept. 30, with 25% of the fiscal year past, expenditures stand at 25.71% of the budget (expenditures to date are \$153,559 from a total budget of \$597,303).

Linda typically receives the Library's budget report the day of the board meeting and has asked if she might get it sooner. She will communicate with Scott Bennett, North Logan City Recorder, about the timing of reports' availability, as formerly the Library Board Treasurer could get the report earlier and have time to study it for thorough reporting to board members. Buzzy offered to follow up with Alan Luce, City Administrator, to inquire about this matter as well.

Linda hasn't heard from Scott Bennett about the fund balance, i.e., funds available to the library from previous fiscal years. The current fund balance is \$32,698. Linda hopes that after the city audit is complete, she can learn how those funds may be used.

Emily Wheeler moved to accept the budget report; Flora Shrode seconded; all voted in favor.

V. Utah State Library Training for Board Members -- Liz Gabbitas, Consultant from the State Library for North Logan City Library met with the board via Zoom. The Utah State Library website explains that library consultants offer public library directors, staff members, and trustees/board members professional advice and technical assistance to plan and evaluate library services for certification and recertification. Liz serves as consultant to thirteen of the sixty-seven public libraries listed on the State Library website.

Liz reviewed some of the information that library board members have in a Library Trustees' manual supplied to them by the state library. She noted that the North Logan City Library has a great reputation in UT for its youth services programs in particular. Liz

recommended that board members review the Library Bill of Rights, adopted by the American Library Association in 1939 (<http://www.ala.org/advocacy/intfreedom/librarybill>), which outlines ways that public libraries are an American value and explains professional ethics for librarians and library employees. She also reminded us to review the “Code of Ethics” in the trustees’ manual.

Liz summarized the library board’s responsibilities, including:

- Support the library director
- Collaborate with local government officials to help the library continue to be funded and to stay relevant to the community
- Let everyone know that we serve on the library board and raise awareness about library resources and services
- Seek opinions from the community in our role as representatives of the library to the community and as community members who use the library
- Do not advance personal interests at the expense of the library
- Plan strategically for the future
- Design policies to meet community needs
- Guide progress toward goals

The State Library offers a Library Trustee Center online with links to the Utah Library Trustee Manual and several other sources for training (<https://library.utah.gov/trustees/>). The manual includes guides to self-evaluation for individual library trustees and for library boards.

VI. Library Director’s Report - No report today, as James Britsch, Library Director, was not available.

VII. Issue Update: At an earlier meeting, we considered changing the regular meeting time so that our liaison to City Council could attend. This is no longer necessary.

VIII. Issue Update: Board Member replacements. We hope to find a new board member to take the seat that Steve Earl vacated, and we could have an additional board member as well. The board chair submits names of potential board members to Mayor Damon Cann, who then communicates with the individuals and appoints board members. We know of a few interested citizens of North Logan City, and Lynette will communicate with them.

We hope to have an additional board member by the time of the November meeting.

The meeting adjourned at 2:57pm. Charlotte Brennand moved to adjourn; Jenny Lyman seconded.

Next meeting: Nov. 12, 2020, 2:00 p.m.