

North Logan Library Board Meeting

October 19, 2023

Those in attendance: Emily Wheeler, Cathy Larsen, Liz Carr, Janean Huppi, Cassidy Crockett, Judi Poorte (Interim Library Director), Emily Schmidt (City Council representative), Trent Bateman (citizen/future Library Director)

Board members not in attendance: JoAnn DeLange, Jenn Albrecht

Good News:

Cathy was very happy to announce that Trent Bateman is starting on October 30th as the new Library Director. Judi is so happy he is coming. Janean was very happy to see that volunteer opportunities were extended not only to those who could come and help at the library at specific times, but also to those who could do things at home as well.

Minutes:

September minutes were moved to be approved by Emily W., Cassidy seconded, all approved unanimously.

City Council Report:

Emily S. reported new city building has a roof and they have seen a tentative floor plan. There is still no elevator, but it is supposed to be on its way. The company building the new city building has done such a good job keeping costs down that the city plans to use them for the library expansion as well. Once the city offices are finished, they will begin looking at the library expansion. Currently the city is working on the budget to make sure they have the correct funding for the library expansion.

Budget Report:

Judi pointed out the only concerning column on the budget was the collections, which has already spent over 66% of the yearly budget, even though the fiscal year only began in July. This was mainly due to not being able to spend anything for many of the last months of the previous year. There are some grants which will directly send the library books rather than funds, as well as certain companies, such as Usborne, which will sell the books 50% off if purchased through the Friends, because they are a non-profit. So even though they are only buying the most necessary books with the collections budget, they are still finding ways to add to the collection.

Director's Report:

Judi found out that the Grant for ILL (Inter-Library Loans) has not run out. There is still \$450 available. As long as they send in the receipts, they can be reimbursed through a grant from the State library. And that the grant is renewable each year. James had not been turning in the ILL postage receipts, which is why the postage budget was so high last year. Meaning all that money is still available to use. The library usually spends \$200ish on ILL book postage per year.

The board discussed changes to the existing ILL policy to be voted on. ILL holds will need to be picked up by the patron within 5 business days of being notified the book is waiting for them. (This is the same policy for regular holds from the library.) If the book is not picked up or not wanted anymore, the patron will be charged a fee of \$4 to cover the shipping costs. Also, patrons with more than two ILL books out at a time will be charged \$4 per subsequent book. ILL books will remain free if a patron has less than two and picks them up within the allotted time.

Emily W. moved to approve above mentioned changes to the ILL policy. Janean seconded, all approved unanimously.

Cathy plans to look into what would be necessary to make a drive to hold current policy and emails of board members. Emily W. will find out what the existing policy says and will work on the wording of the new policy. Since the board has already approved the ILL changes, they will approved the ILL policy wording changes next month.

Cathy explained to Trent that all items which needed to be voted on by the board had to be posted on the agenda in advance.

Liz motioned to adjourn; Cassidy seconded, all approved unanimously.