

## North Logan City Library Board

### Meeting Minutes

Sept. 10, 2020

Welcome - Lynette Taylor, Library Board Chair, welcomed all in attendance, which included Steve Earl; Von Mendenhall; Linda Young, Treasurer; Lyndsay Peterson, President, Friends of the North Logan City Library; Emily Wheeler; Jenny Lyman; James Britsch, Library Director; Flora Shrode, Secretary; and Brenda Earl, Guest.

#### II. Minutes from August board meeting -

Von moved to accept the minutes; Emily seconded; all voted in favor.

#### III. Appreciation of Service: Steve Earl

Steve will step down from the library board after two years of service. Lynette thanked him for his contributions and presented Steve and his wife, Brenda, with a token of appreciation.

#### IV. Friends of the North Logan City Library

Lyndsay Peterson, President of the Library Friends, reported that they are moving management of their book sales online, and that she is compiling an inventory to establish the system for online recordkeeping. They will work with a used bookseller called Better World Books, whose representative will review the inventory and pay the Friends for the titles they wish to claim for the company's sales. Working with Better World Books and having the inventory online will improve management of donations by enabling the Friends to identify especially valuable titles to sell directly and to choose titles to offer in public book sales. This change will allow for more frequent turnover of the inventory and maximize revenue.

#### V. Library Budget Report

Linda Young, Treasurer, passed out copies of the latest budget report summary from North Logan City. The amount spent as of Aug. 31, 2020 is 18.23%; if cash flow were perfect, that amount would be 16% for this time in the fiscal year. James Britsch, Library Director, reminded the group that some bills are paid annually, as for library software, so that the amount spent in that line of the budget will be less in future months. Linda still has not received full explanation from the City about how funds carry over from the previous fiscal year, although she suspects that is the reason that the balance doesn't show the exact total that it should. Linda and James plan to meet with Scott Bennett, North Logan City Recorder, to find out how to interpret the budget reports accurately.

Flora moved to accept the budget report; Von seconded the motion; all voted in favor.

#### VI. Library Director's Report

James Britsch, Library Director, reminded us that the Library currently offers fewer programs because of COVID-19 safety restrictions. The monthly book club continues to meet in person with

appropriate social distancing. Judi Poorte's story time for children has not resumed. Activities in the large meeting room are limited to 30 people, and that could result in having to turn away some who may wish to attend programs.

A new public address system has been installed, both for announcements and for playing music during events. It operates via bluetooth with a cell phone; Lynn's Audio installed the system.

On July 28, James presented a webinar about free Google tools and products to librarians statewide.

The Library's expanded collection of board and video games is very popular. The video games are continually checked out and are relatively easy for library staff to track, as they keep the cases on the shelf in public view and check out the actual discs, which are stored in a locked cabinet at the circulation desk. The library charges overdue fines of \$1.00/ day for board games and \$5.00 for missing game pieces. Each board game has a laminated list of contents, and staff members weigh when patrons return them.

The Reader Zone app, which the library used to adapt the Summer Reading program for COVID-19 safety, tracks participants' reading. While this year there were no prizes or public announcements of reading accomplishments, the app provides acknowledgement of reading progress. James reported the following numbers: 262 readers registered with the app; 163 books read; 38,896 chapters read; 87,543 minutes.

The Library conducted a face mask drive to donate masks to public schools, and 400 masks have been donated with more arriving daily.

A topic that James would like for the Board to consider in the future is waiving late fees/overdue fines and charging only replacement costs for lost or irreparably damaged items. Additionally, patrons could not check out materials if they have overdue items on their library record.

Friday, Sept. 4, James held a staff meeting, and they reviewed guidelines for COVID-19 safety precautions from the Utah State Library, which has tracked CDC recommendations closely. Originally, libraries were told to have staff members wear gloves and masks when handling library materials and to store returned items for three days. New studies indicate that the COVID-19 virus may be active on surfaces for up to six days. Library staff members clean books as they are returned and wrap them in clear plastic covers.

The library has leased a photocopier, a Xerox, super modern, easy-to-use machine with a large touch screen. There is no charge for scanning documents; this machine has a high-end scanner, which is set at 200dpi but can be adjusted to set pixel rations for photograph scanning.

The federal CARES ACT provides funding for government institutions like those in North Logan City to defray costs related to COVID-19; for example, the free masks that the library provides were purchased with those funds. Funding can be requested for purchasing computers and webcams for virtual communication and meetings. Alan Luce, North Logan City Administrator, has suggested to James that it may be possible to secure CARE funds to hire an employee. James explained that COVID-19 has resulted in changes to library activities such that he cannot justify hiring someone now, but he continues to think about possibilities.

A topic the board has considered in the past is the North Logan City Library's subscription to Lynda.com, a collection of professionally designed software tutorials for a wide range of activities. We learned earlier in 2020 that some students from Utah State University sign up for non-resident library cards so that they can have access to Lynda.com, which they are assigned to use for a USU course. James reviewed the numbers of Lynda.com users and discovered that 122 people have signed up to use the product, and 34 of those users (about 25% of the total) hold non-resident library cards. Those users' library card fees represent about half of the annual subscription price that the library pays for Lynda.com. Board members agreed not to take any action at this time. Von Mendenhall offered to inquire of USU administrators about the possibility of their purchasing an institutional subscription to Lynda.com if it is a resource that students require for their coursework.

#### VII. Circulation Policy for Games

James asked for the board's approval of overdue fines for board games, set at \$1.00/day late fee and \$5.00 for lost game pieces. These prices are an attempt to balance losses with replacement costs, as board games are relatively inexpensive, but the goal is to keep them intact.

Emily moved that we approve this fee structure; Jenney seconded the motion; all voted in favor.

#### VIII. Library Board Meeting Time

Buzzy Mullahkhel is the North Logan City Council Representative to the Library Board, but he cannot attend meetings at the usual time of 2:00pm on the second Thursday of the month. Mayor Damon Cann would very much like to keep Buzzy as that Library Board representative so Lynette Taylor, Chair of the Board, asked if we could consider a different meeting time. Because the existing time is best for a majority of board members, Lynette will confer with Mayor Cann about how to proceed and we will revisit this topic in October.

#### IX. Board Member Replacement

We need to find someone to fill the seat that Steve Earl held on the Library Board. In discussing this with Mayor Cann, Lynette mentioned that we'd like to add diversity to the membership. Board member Charlotte Brennand has mentioned knowing someone who may be interested. James offered to post an announcement in the Library Newsletter.

The meeting adjourned at 3:05pm.

Next meeting: Thurs., Oct. 7, 2020, 2:00pm