

North Logan City Library Board
Meeting Minutes -- *DRAFT*
September 19, 2019

I. Welcome & Roll: Jenny Lyman, Library Board Chair, welcomed all in attendance, which included: James Britsch, Library Director; Charlotte Brennand, Board Member and Liaison to Friends of the Library; Steve Earl; Von Mendenhall; Lynette Taylor; Christie Hansen; Cheryl Fullmer, Treasurer; Emily Wheeler; Kristen Anderson, Liaison to City Council; Flora Shrode, Secretary. Absent: Lyndsay Peterson, Friends of the Library President. Guest: Mayor Damon Cann.

a. Approval of July and August meeting minutes. Flora handed out copies of drafts for both months' minutes. A few corrections are needed, and Flora will make those and send the final version to Jenny to post on the Public Meetings website.

b. Member contact list: Flora handed out printed copies of the draft list of Board members and their contact information. She will make a few necessary corrections. James asked to be included on the list, and Flora will add his information. Kristen reminded everyone that they may wish to use their North Logan City Library email address (i.e., @northloganlibrary.org) for communication about matters related to service on the Board, as it is possible that email could be subpoenaed in case a lawsuit were filed, and everything in the relevant email account would be collected.

Open and Public Meetings Act training with Mayor Damon Cann:

Mayor Cann joined us to review requirements of the Utah Open Public Meetings Act and to answer questions. The Act specifies procedures for those in Utah who conduct the people's business in public "discussion, decisions, and deliberations" and who have legal or executive powers or the ability to advise people who have such powers. The doors to the room in which a public meeting takes place should be open. The text of the OPMA is available online: <https://le.utah.gov/interim/2018/pdf/00002184.pdf>. Mayor Cann shared the Act's definition of a meeting. The following is quoted from the online text:

" Meeting means a convening of a public body with a quorum present to discuss, receive public comment about, or act upon a matter over which the public body has jurisdiction or advisory power.

Meeting does not mean a chance or social gathering or a convening of a public body that has both legislative and executive responsibilities in certain circumstances. "

Important requirements for the Library Board are to publish an annual meeting schedule, to provide meeting notices, and to make agendas, meeting minutes, and meeting recordings

readily available. An agenda should offer sufficient detail to explain topics that will be discussed or actions taken. Agendas must be posted twenty-four hours in advance of any meeting, and Mayor Cann believes that we are fulfilling that requirement by posting an agenda for each meeting on the Library's website, in the principal office where the meeting is to be held (i.e., the Library), on the state's Open Public Meetings website, and in the *Herald Journal* newspaper. If an emergency meeting is necessary, Mayor Cann asks that we call him to determine how to proceed.

Members of the public have the right to attend and observe meetings. If a member of the public brings up an item of discussion that is not on the agenda, the Board may discuss the matter but should postpone any decision to a later meeting, when the item can be included on the agenda. The safest strategy is to avoid bringing up items not listed on the agenda. The meeting chair may invite comment from public attendees, and they may ask a person to be quiet if they are not following rules of order and good behavior. Recordings and minutes should provide substantive reporting on meeting discussions. Draft minutes should be made available publicly online within thirty days of the meeting and final, approved minutes should be posted within three days of approval.

The Board may hold a closed session (meeting room door closed) when it is necessary to discuss the character, competence, or health of a specific individual. A few other exceptions to open meetings are in cases where the body must consider pending or imminent litigation, investigation of alleged criminal conduct, ethics complaints, and a few other situations that are listed in the Act. The chair of the meeting body should sign a document stating that in any closed meeting only matters related to the character, competence, and health of a specific individual were discussed.

Mayor Cann described a few other details of the OPMA, such as the public's right to challenge closed session decisions.

Mayor Cann recommends that anyone on the Board (the Chair and Secretary in particular) may contact Marie Wilhelm, the North Logan City Executive Secretary, as she has long experience and can answer questions.

II. Friends Report: Charlotte reported that the Friends have provided funds to purchase new furniture to replace worn items. James confirmed that North Logan City has agreed to remove the old furniture and process them according to state regulations for surplus material goods.

III. Budget Report: Cheryl handed out the summary page for the Library's budget for August 2019 from North Logan City. No expenses were recorded in August for the facilities or administrative allocation lines, so she expects to see corrections to that from the City in a later report. Following the fiscal year, total expenditures should total 16.67%, but only 12.23% is listed, most likely because the aforementioned items have not been added to the report.

IV. Director's Report: James shared his schedule for the coming weeks. On Fri., Sept. 20, 2019 he will travel to attend a Utah Library Association Board meeting. On Sept. 27, he will attend training by the Utah State Library in Brigham City. Oct. 2 - 4 will be the annual library directors' retreat at the Homestead in Midway.

The Friends of the Library asked James to provide a description of how funds from the Thorne endowment are used. A representative from the Thorne endowment requested a similar statement. James read what he has written to the group. In it he describes North Logan City Library's collections (in multiple formats), programs, services, equipment, and facilities and explains how the entire enterprise benefits from the support that Thorne provides.

James and library staff are planning a Harry Potter party again this year, which will be held on Oct. 25 this year at 6:00pm. He invited Board members to join the fun and welcomes volunteers from the Friends and the Board to assist with the event and with preparations in the preceding week.

The North Logan City Library is collaborating with USU to offer some educational programs. An Emergency Preparedness Seminar will be held on Sept. 25 from 6:30 - 8:00pm. A seminar on budget management will soon be announced.

Library employees plan to create a display for the Pumpkin Walk; their theme is, "The cover is not the book, so open it up and take a look," from "Mary Poppins Returns."

James asked the group's opinion about a line on the form used to register for a library card. One of the blanks applicants fill in says "photo id number," implying a driver's license number. But a driver's license is not required for a library card. James would like to remove that field from the form. He will request this to be placed on the agenda for the next Board meeting.

The next meeting will be Thurs., Oct. 10, 2019 at 2:00pm in the Library.