

North Logan City Library Board Meeting Minutes
September 10, 2018

Welcome and Roll:

Present: Jenny Lyman, Chair; Cheryl Fullmer, Treasurer; James Britsch, Library Director; Cristal Robbins, Charlotte Brennand; Von Mendenhall; Emily Wheeler; Kristen Anderson, City Council Liaison; Flora Shrode, Secretary. Guests: Damon Cann, Mayor *Pro Tem*; David Benson.
Absent: Christie Hansen.

Follow-up business: Cheryl inquired about how long the Board should retain library budget files. Damon recommends keeping all documents about Board business in the Library. He offered to ask the state attorney. It's possible that a state agency would house older documents. At present, posting documents on the public records website is sufficient. James explained that space is limited for storing archives. He has other things that would be best retained for use only in the Library and needs secure space. Kristen later added that the Library is not required to keep financial records because the City generates and will retain all reports.

Discussed Board meeting time and **agreed to change the regular meeting to the first Tuesday of the month at 2:00pm; the next meeting will be Oct. 2, 2018.**

Budget: Cheryl reported that we don't yet have complete information for FY2018; a full budget update should be available after September. She handed out a copy of the summary page. Damon recommends keeping a reserve of at least 5% of the overall budget. Facilities (spreadsheet line ending with 912) reflects expenses for some maintenance; each City department contributes to its own costs. Administrative Allocation (budget line ending with 950) shows how the library contributes to administrative services that the City provides, e.g., payroll management.

Director's Report: James announced that the self-checkout machines and security gates should be installed by mid October. Purchase of these was funded by the Thorne endowment.

James is negotiating with Overdrive, a company from which the state of Utah purchases e-books for public libraries, to enable the NL Public Library to get titles that are on hold more quickly. These are leased e-books managed by title and will be limited for checkout and holds to the NLPL user community. The state Overdrive contract is structured so that if there are no holds on a particular title, the state may then use that book for other libraries.

Some library staff members are nearly finished with their Master's of Library Science degrees, and James has asked them to contribute collection development, which will add diversity and responsiveness to that part of the operation. Patrons' requests to add titles are compiled on a spreadsheet, and library staff review characteristics of the titles to decide whether to purchase them. A request form is available from the Library's website, or individuals may send email to James.

James hopes that the Library Friends will support a request for funds to establish an area dedicated to teenagers in the existing cafe space. Brittany Benson is writing a proposal that she and James will present to the Friends on Sept. 17 2018. This space will include mobile furnishings that teens may use to relax and to participate in their popular activities while also accommodating classes held in that area. Current trends in libraries show that teens like and gravitate toward having their own space.

James asked if there is a policy that directs the process for requesting funds from the Library Friends. Traditionally, the Library Director has shared proposals/requests with the Board -- e.g., amount requested and timeline-- before making a formal request to the Friends, although this is only for the Board's information; we do not govern the process. Thorne endowment guidelines indicate that the Friends have sole discretion for use of the funds.

James is consulting with Alan Luce regarding a redesign of the Library website; they plan to have continuity between the City's and the Library's sites. James has made some subtle upgrades to the Library's site. Library staff members are discussing websites they like and compiling lists of features they desire. James insists that the Library have editorial control over the website's design. Kristen asked if the logo will stay the same; James will explore the question of whether to pursue a new logo.

James plans to hire an accounting student from USU to help a few hours per week with library bookkeeping.

Open Public Meetings Act (OPMA) Training - Damon Cann, Mayor *Pro Tem*

The spirit of the OPMA is to assure communication and to prevent illegal action by public bodies. Because North Logan has a dedicated library tax, Utah state law requires that it have a governing board, and the OPMA dictates that public business should be conducted in public. Government entities, whether the body is established by the state constitution or an ordinance, are required to provide public citizens access to deliberations and processes leading to decisions. The chair of any public body, like the Library Board, must train groups about the OPMA, Damon is providing such training today.

The definition of a meeting is that a group convenes to take action for a body over which the group has jurisdiction. By definition, a meeting includes electronic communication, and a meeting occurs if a quorum of a body is assembled (for the Library Board, 5 of the 9 members constitutes a quorum). Two or 3 board members gathering to discuss library matters would not be subject to the OPMA. Board members may see others at an event, which is meeting by chance, but a true meeting takes place only if those people were to discuss library business. Social encounters do not constitute a meeting. If 5 or more (quorum) Library Board members are together by chance, they may not discuss library matters without recording the discussion.

Public Notice: At the beginning of the year, a body should adopt by resolution a regular meeting schedule and announce it publicly. Individual meetings should be announced by public notice at least 24 hours before the scheduled time. Bodies may announce meetings on their websites as well, but that is optional. Announcements should be posted in the principal office of the body and where the meeting will be held. Agendas should be included with meeting notices, and a copy of the agenda should be sent to the local newspaper at least 24 hours before the meeting. The newspaper may determine whether or not to publish the agenda. Library Board

meeting announcements and agendas should be made available at the North Logan City offices, in the Library, and at the state's public notice website.

Emergency meetings may be held for demonstrated emergencies, and the chair must try to contact each Board member, and a majority must agree to meet. A quorum is required to take action, and an agenda should be supplied with enough information for a member of the public to know what will be discussed.

In a meeting, a body may discuss items that arise but that are not on the agenda, including topics that citizens in attendance bring up. The body may take final action only on items that are listed on a meeting agenda. The meeting chair determines whether or not to discuss topics that arise on the spot.

Meeting openness: Doors must be open to the room in which a public meeting is held, and members of the public may attend. Public meetings are distinct from public hearings. Some bodies may formally devote meeting time to public comment, or the chair may elect to hear from someone in attendance.

Public meetings must have audio recordings and minutes taken, and these must be posted on the state public meetings website within 30 days. Minutes and recordings should indicate the date, time, and place of the meeting and members present and absent. Minutes should describe the substance of matters discussed and decisions made with a record of each vote. Minutes may indicate that all members present approved or that a vote was unanimous. In the case of a divided vote, the minutes must list names with votes. The recording should have a time-stamp for each agenda item and actions taken.

Topics not discussed openly: A body may not declare an executive or closed session on a whim. A closed session is allowed for discussion about the character, competence, or health of an individual. Merely indicating that personnel matters will be discussed is insufficient to declare a closed session. Other exceptions to open discussion include: collective bargaining; pending (i.e., a lawsuit has been filed) or reasonably imminent litigation (i.e., someone has claimed that they will sue); strategy for land sale or acquisition; deployment of security devices (e.g., placement of security cameras); investigation of criminal conduct. Closed sessions must be held at the regular meeting time and place; no secret meetings or even implication of such is allowed. Minutes and recording are required by law for closed meetings, but these are not to be posted on public websites. The chair may turn off recording during discussion about an individual's character, competence, or health, and the chair must sign a document certifying that only those matters were discussed. The Board should keep records from closed meetings in case they are needed for legal proceedings.

A decision made at a meeting that violates the OPMA could be struck down in court. That would be rare, but some examples have appeared in the *Salt Lake Tribune* recently. No resolution, final action, or recommendation is allowed in a closed session; only discussion before making a public recommendation to act.

In the North Logan Public Library, daily operations are under James' jurisdiction. The Library Board generally grants James authority to take actions.

Von asked what direction the OPMA provides for handling disorderly or disruptive people in meetings. Damon answered that the chair may ask such a person to leave or may dispel a Board member if they behave in a disorderly fashion. A rough constitutional standard for

regulating free speech, i.e., determining the limit between free speech and disruptive behavior, is that a meeting chair must evaluate the time, place, and manner of discussion.

The meeting adjourned. Next meeting will be Tuesday, Oct. 2, 2018 at 2:00pm.