

North Logan City Library, Board Meeting, Nov. 13, 2017

Present: Alice Lucherini, Chair; Cheryl Fulmer; Cathy King; Jenny Lyman; Christie Hansen; Judi Poorte, Acting Library Director; Flora Shrode; Winona Perry, President, Friends of the Library; Lyndsay Peterson, President-Elect, Friends of the Library

I. Minutes from the October 9, 2017 meeting were approved with one correction. Cheryl noted that on a bullet point about the Thorne Foundation, the text should read "is non taxable" rather than "need to receive completely."

The trainer from the State Library will come in January to address the group during the regular meeting time on Jan. 8, 2018.

Alice reported on the organizational review in preparation for hiring a new library director. Alice, Cathy, and Flora interviewed thirteen library employees (those who work more than 5 hours/week). Consensus regarding qualities that they desire in a director are someone who is educated, thoughtful, and experienced. Many of the current staff members have bachelor's degrees, and some have completed or are pursuing master's degrees in library science (MLS).

Nearly every person interviewed commented favorably about former director, Adam Winger's willingness to support creativity and experimentation. They expressed a desire for a management approach that includes more structure and planning, regular employee evaluations and feedback, and follow through with ideas (e.g., purchase of the 3D printer, which has not seen much use).

General opinion is that the moveable shelving (compact shelving) is unpopular with both library patrons and employees. Alan Luce, North Logan City Manager, has indicated that the library may sell the shelving if there is a potential buyer. The sale price estimated is \$20,000 - 30,000. (When purchase of the shelving was initially proposed, the cost estimate was \$70,000; actual purchase price was \$90,000.)

Potential uses for the moveable shelving are to house a special collection (materials that are not frequently used), for nonfiction and biography titles that have low use, or for staff to use in processing acquisitions. The LDS Institute is reorganizing its collections and space and has offered 8 shelves for a very low price (\$5.00). Judi and Alice have walked through the collections together to consider ways to reorganize to use shelf space in efficient and user friendly ways before a new library building will be constructed. The cafe space may also be used, staff members may rearrange the teen/YA books, and the adult fiction may move to where YA titles are currently housed. Magazines and newspapers may be moved closer to the existing sitting area.

II. Friends Report: Winona has served as president of the Library Friends for 2017. Effective in January 2018, Lyndsay Peterson is the incoming president of the Friends of the Library. She

introduced herself to the board. The Friends plan to change their regular meeting time to the third Monday of the month.

Winona reported on a quilt exhibit that was displayed in the library through November. The quilts were made by refugees who live in the Boise area. The artist presentation by Josie Kilpack was well received. On Dec. 1 Utah author Jennifer Nielson will present at 7:00pm (event is cosponsored by the Friends and the Cache Valley Library Association).

Barbara Middleton reports that authors have asked to be invited to present as part of this Friends' series.

Paul Daybell asked Winona about funding for the "1000 Books Before Kindergarten" program. \$49,000 had been issued to the library from the Friends, \$5000 of which was designated for that progra. The library will ask for \$5000 at the next Friends meeting. This request would be the first application for Thorne endowment funds this year.

Judi can account for funds as follows: \$15,000 summer reading program; \$20,000 collections; \$4500 teen Marvel Comics program; \$4500 website maintenance. Need to find out about the \$5000 remaining from the \$49,000. Adam Winger had intended to use the \$5000 quickly because it was issued at the end of FY17.

The city auditors' budget analysis for FY17 will be presented to the North Logan City Council at their meeting Jan. 3, 2018.

Winona asked to meet with Alan Luce, City Administrator but had not gotten a response. The Herald Journal newspaper never contacted Alan regarding the story published about the library director situation.

Winona and Lindsay distributed a document to the board members, "Friends of the North Logan Library Funding Guidelines." They have discovered that taxes have been filed inaccurately for the past ten years (or somewhat longer). Changes to tax code have not been followed by accountants, who claim they did not know about the changes to the law. The Thorne Endowment is subject to complex tax rules for non-profit entities; it is classified as a "Type III Support Organization." Acting as a "pass through" organization is complicated. Requirements include having a plan for the city's spending and explanation of how the Thorne Endowment funds would supplement (not supplant) the library budget.

The Friends of the Library must submit a letter with taxes filed to certify that funds are used in compliance with tax regulations. Friends are responsible for explaining at the end of the year how funds have been allocated. A basic requirement is for the city to provide projections of Thorne funds needed and a year-end report off how they were spent.

While the library building bond was being paid, use of the Thorne Endowment \$70,000 was straight forward. The bond was paid off in 2016. The city had agreed to maintain the library's

budget despite the availability of the Thorne Endowment (endowment must supplement, not supplant the regular budget).

One challenge is that the Thorne Endowment funds become available months after the library budget must be established. The required distribution from the endowment is \$200,000, but unexpected, irregular earnings in the endowment can be reinvested to stabilize the amount of money the library can anticipate. Attempts to carry funds over from one year to the next often do not work.

The Friends of the Library would like the library board to communicate directly with them about funding and the Thorne Endowment.

III. Budget report

One question arose about DVD purchases from the Baker and Taylor Company (B&T). The annual fee is \$7000, but B&T sends an invoice each month for a DVD subscription plan, and the City pays. This means that B&T has essentially been paid twice for the DVD purchases, i.e., the \$7,000 annual payment and a monthly fee. Cheryl suspects that this dual payment has occurred in years prior to 2017.

Judi and Paul will request records of payments for DVDs from B&T and will ask how to rectify the dual payment situation, whether B&T may send a refund or credit the library's account. Either way would be acceptable because the library routinely purchases from B&T, and the credit could be used for books/other collections.

Question about the Ebsco bill for periodicals: In February a payment was made to Ebsco for \$6000, but we thought the annual fee was \$3000. There should be only one payment. Judi will inquire with Crystal in the City Office.

Cheryl suggested that we ask the City how they prefer that the library document funds management considering the need to comply with requirements from the State Library and tax regulations. Alice will ask the City Administrator.

IV. Director's report

The library will close at 6:30 on Friday, Dec. 1 for the Jennifer Nielson author event. This was originally set for 7:30pm, but was advertised incorrectly as 6:30.

The library received a letter from the Utah State Library stating that it is on probation for 2018. Probation status began in 2017 because the former director had not submitted the requirement recertification materials. Recertification requires a long-range plan for the coming three years. Judi and Paul submitted a brief statement, but the State Library deemed it inadequate. [We learned at the January meeting that this has been rectified.]

Judi reported that the library is requesting \$4500 from the Friends for the Teen Marvel program and \$5000 for the “1000 Books before Kindergarten” program.

Library staff have had to call their IT rep frequently for computer repairs because of problems attributable to kids’ playing games.

V. Policy updates

Regarding the circulation policy, Cathy asked about wording and suggests that in lieu of saying “DVD and Blu-Ray,” we use a more generic term since technical specifications and possibly labels for this type of technology are likely to change. The Board will continue discussion of the circulation policy at a future meeting.

VI. Closed session about personnel matters