

North Logan City Library Board
Meeting Minutes
November 6, 2018

Welcome and Roll:

Jenny Lyman welcomed all in attendance, which included: Jenny Lyman, Chair; Steve Earle (potential new Board member); James Britsch, Library Director; Von Mendenhall; Emily Wheeler; Lyndsay Peterson, President, Friends of the Library; Kristen Anderson, Liaison to City Council; Cristal Robbins; Christie Hansen; Cheryl Fullmer; Flora Shrode, Secretary.

Steve Earle has agreed to serve on the North Logan City Library Board, and the Mayor and City Council will review this proposal at their meeting tomorrow (Nov. 7, 2018). [Added later: Steve was approved and will begin a term as a Library Board member, effective immediately.]

Chair-elect: We need a nominee to stand for the position of chair-elect, as Christie Hansen cannot fulfill her term in this position. Steve Earle was nominated and will consider this possibility until the December 2018 Board meeting.

Friends of the Library: Lyndsay Peterson, President of the Friends announced that they have released money from the Thorne Endowment to the Library. Upcoming events are two authors and illustrators presentations: Nov. 9, Jonathan William (ghost writer) and Nov.16, Marty Krump (nature writer). Details are available from the Library Friends' Facebook page.

Friends provided funding for self check-out stations and for a new slide in the children's area. The self check-out stations enable library patrons to check out multiple books in one transaction. Installation of the slide will be complete in a couple of weeks.

Budget: Cheryl Fullmer, Treasurer, handed out copies of the latest budget summary. She explained the need to move \$1400 from the utilities line to water and sewer, which has an allocation of \$27,400. This is not a regular bill but a separate allocation, which the board must approve. All voted in favor of this budget adjustment.

The line for wages has been corrected; it indicates that 31.34% of the budget has been spent, while 33% expenditure is the goal for this time of year. With corrections, the bottom line is that the library is 8.5% below budget for expenditures on wages in FY2019.

Director's Report: James has reviewed all existing library policies. He distributed copies with notes about changes that he recommends to update policies. James has made all policy

documents available on the North Logan City Library's website and will make changes approved at today's Board meeting.

The Harry Potter Party on Oct. 26 was a huge success with more than 500 people in attendance. James has received positive feedback from community members. One suggestion he makes is to provide entertainment for party attendees while they wait in line.

Security gates and the self check-out machines have been installed. Security gates may sound when patrons enter the building because books had RFID security tags installed before the security system was installed, and those tags were not deactivated upon check-out. The security gates gather information about traffic as people walk through the entrance, which will inform decisions about operation hours and needs for staffing. Both the security gates and self check-out machines come from the same company. Library patrons may check out up to 8 titles at a time, and they will be checked out and the security tags deactivated. DVDs will still require manual check-out. Patrons can follow prompts on the screen, and a receipt prints quickly indicating items borrowed and the due dates. James noted that in his previous experience, a library user community may require two years to adapt fully to a self check-out system. Library staff members will phase out the old self check-out station.

Library staff members have inquired about the how self check-out machines may affect their jobs. James believes that the self check-out stations will reduce demand at the circulation desk, allowing staff members to use their time more effectively to work with patrons and process library collections.

James attended the Utah Public Library Directors Retreat in Midway at the Homestead, where peers shared information about their libraries' operations and ideas for programming.

Library policies: James distributed copies of library policies with his recommendations for editing them to reflect current needs and practices.

1. Disruptive Patron Policy: James recommends removing this because it does not apply to current library operations. Jenny moved that the Board approve removing this policy; Christie seconded the motion. Those present voted unanimously in favor of the motion. James will replace this policy with text that currently appears as a guideline on the patron application form.
2. Library Director's Role: James suggested that item 3 under Governance should state that the Director is an ex-officio, non voting, executive member of the Library Board. This reiterates discussion the Board held in October and will clarify policy text for accuracy.
3. Circulation Policy: James recommends deleting reference to a *Materials Circulation Guide*, as that document is no longer used.

4. Interlibrary Loan: no change recommended.
5. Materials Selection: James suggests three minor changes. 1) Add a bullet point to indicate that one focus of the North Logan Library is to encourage children and youth to use the library as they develop a habit of lifelong learning; 2) clarify that selection of titles for the Library's collection does not constitute endorsement by library staff or Board members; 3) remove references to specific book review sources; and 4) expand the list of formats of items purchased to include a broader range of non-print media.
6. Pets in the Library - James has no changes to recommend.
7. Library Access Policy: James recommends removing the phrase "more than eighteen years of age" from the requirements for eligibility to obtain a library card.
8. Makerspace Policy: James provided a draft of this policy, which had been on the Library Board's agenda in the past. All present approved the text.
9. Computer Use/Internet and Online Access policy: James had no changes to suggest for this policy, so it will stand as approved by the Library Board in 2013.

Christie Hansen moved that the Board accept James' recommended changes to the Library policies. Jenny Lyman seconded, and all present voted unanimously in favor of the motion. The Library Board also needs to review its Bylaws, and only a print copy is available. Flora will type the text in a Google Doc to share with James, who will review and make available to Board members for their comments.

The meeting adjourned, and Board members remained for a closed session to ratify James Britsch's six-month evaluation as Library Director.