

North Logan Library Board Meeting Minutes
Oct. 2, 2018

I. Welcome and Roll:

Members Present: Jenny Lyman, Board Chair; Charlotte Brennand; Von Mendenhall; Christie Hansen; Lyndsay Peterson, President of Friends of the Library; James Britsch, Library Director; Kristen Anderson, City Council Liaison; Flora Shrode, Secretary

Absent: Cristal Robbins; Cheryl Fulmer, Treasurer; Emily Walker

Jenny welcomed all in attendance. The Board approved the minutes from the September meeting with one correction: Christie Hansen's name was misspelled.

Library Friends:

Friends President, Lyndsay Peterson, reported that the Friends approved funding (approximately \$25,000) to remodel the teen area, purchase security gates, and install a new slide in the children's area. Security gates should be installed in mid-October; substantial technical set up is required. The slide will be under construction soon; it should take 3 weeks for parts to arrive and 1 week to install. The Friends are holding both the City's and the Library's portions of the Thorne Endowment funds for FY2019, anticipating that needs will arise during the year.

The Friends are joining library staff to hold a Harry Potter party on October 26, 2018 for which they need volunteers. The last book buggy will be filled soon. The authors and illustrators programs will resume in November. They are planning a writing contest and party for January.

The Friends' goal is to support the library both financially and with volunteer effort.

Treasurer's Report: Postponed, as Cheryl was absent.

Library Director's Report:

Director, James Britsch, reported that Michelle Tippetts, library staff member, is coordinating the Harry Potter party, a family event, and he reiterated that volunteers are needed. Christie Hansen knows of local schools' Harry Potter activities, and she offered to connect James with Green Canyon High School's Harry Potter club for potential volunteers. She mentioned also a teacher at Thomas Edison North, who holds an annual Harry Potter event, and a teacher at Cedar Ridge Elementary, who has held a Harry Potter camp, as people who may possibly loan some decorations or other accessories.

A fabulous display of Harry Potter treasures has been installed inside the entry to the Library, and it features many collectibles loaned by James and his family.

James provided copies of new policies for computer use and the library's makerspace. He has updated wording on the computer use policy to reflect current vocabulary and practice. Specifically, James added mention of computers for gaming to clarify the library's purpose, which is to provide public access computers. The policies are intended both to explain the range of services provided and to provide staff members back-up when managing patrons' needs and expectations. Christie read these policy documents aloud so that their contents would be included in the audio recording for this board meeting. The question arose about

using public library computers for commercial activity. It is unlawful for anyone to run a business using the public library's computers; library patrons may not charge others for products they make using library computer equipment free of charge. Jenny moved to approve the computer use policy; Christie seconded, and all board members present approved.

The makerspace policy specifies time limits for individual use of the equipment. Some people have used the area for several hours to convert personal recordings to modern media, such as video to DVD. The policy states that patrons must sign in to use makerspace equipment, which is available in two-hour increments. Staff members may grant extended time when no one is waiting to use the equipment. Flora moved to approve the makerspace policy; Charlotte seconded, and all members present approved.

James proposed changing the library's name from the North Logan City Library to the North Logan Library. This shorter name is commonly used by the public and employees of the city and library, and making it official would streamline library employees' references to the entity for convenience in non-official communication. It is important to distinguish the North Logan public library from the Logan City Library, clarifying that North Logan is not a branch of the Logan Library. Lyndsay recommended careful consideration of possible implications for official documents such as contracts with vendors, the utility bill, and also the sign on the building. She suggests keeping the official name as North Logan City Library and using North Logan Library as the colloquial standard. James hopes that a gradual transition can take place and that the names can eventually be used interchangeably. Ideally, it would become legally acceptable to use both names, and prior reference to the North Logan City Library would be valid. Christie moved that we hereby use both names for the library but not make an official name change. All in attendance approved.

James has hired an accounting student from USU to assist with bookkeeping (he submitted a job description to the City, which was approved). The man who has been hired will help to assure that the Library follows standard accounting practice and to verify that the Library's and City's accounting records correspond with one another. The accounting assistant is paid the same wage as other part-time library employees and will work approximately 2 to 4 hours each week.

Other Business:

Board chair, Jenny Lyman, conducted discussion with board members via email about the fact that the Library Director is an ex-officio, non-voting member of the Board. The bylaws do not make this clear, but Mayor Pro Tem, Damon Cannon followed up and confirms that the director is a non-voting Board member. The Director serves on the Board in the same capacity as the President of the Friends of the Library. This means that we need an additional, voting member. Jenny asked that everyone think about people who may be interested so that we can proceed to recommend some names to the Mayor. Flora will add this clause to the North Logan Public Library Board bylaws, using similar language to that describing the Friends President's role on the Board, and will send a draft to Jenny.

We will pursue finding an additional board member, who can begin serving immediately rather than waiting for a new year (i.e., fiscal year, July 1). Those present agreed that bringing a new member the new member to the group sooner rather than later will enable them to learn

procedures and get to know current members and James. Ideally, the new member may potentially become chair-elect, as Christie Hansen may need to step down from that role. Jenny asks that everyone think about potential new members and submit names to her as soon as possible so that, ideally, we can know who the new member will be for the next Board meeting on November 6.

Charlotte reported that the book buggy operated by the Friends of the Library needs children's books in particular. She announced also that members of the Friends will meet at Jensen's books on Friday, Oct. 5 at 10:00am to sort books. Jensen's is a primary source for the Friends book sale, which generates funds for the Library. Charlotte has details for anyone interested, and she asked Jenny to send a note to board members.

James mentioned that he will attend the Utah Public Library Directors' retreat on Thursday and Friday, Oct. 5 and 6 at the Homestead in Midway, UT.

Next Board meeting will be Tues., Nov. 6, 2018 at 2:00pm.
The Board adjourned at 2:54pm.