

LOGAN LIBRARY
REGULAR BOARD MEETING MINUTES
10 APRIL 2012
5:30 PM

MEMBERS PRESENT: Susan Kadlec, Chad Hutchings, Dixie Poole, Joe Needham, Stacey Wright, Nick Eastmond, Karl Ward - City Council

MEMBERS EXCUSED: Noelle Call

MEMBERS ABSENT: None

LIBRARY STAFF: Robert Shupe, Karen Clark, Debbie Ogilvie

VISITORS: Joseph Anderson

BUSINESS:

- The meeting was chaired by Susan Kadlec; roll call was conducted by Debbie Ogilvie; the minutes were reviewed and approved.
- Robert reviewed the monthly statistical report for March, and called attention to the newly added sections about meeting room usage, public transactions, and electronic resources.
- Robert reported that the Cache Valley Library Association will be meeting this Friday at 10:00 and extended an invitation to attend.
- Robert reported on the status of planning a library trustee training event.
- Robert reported on his follow-up for suggestions made in conjunction with the library's Public Performance License; He contacted the downtown alliance about participating in the upcoming film festival; He also confirmed that outside groups are able to show movies in the library under the license agreement.
- Robert distributed invitations to the upcoming Staff and Volunteer recognition event.
- Robert reported that upon review of the available space, the Cache County Records office declined the library's offer to become a polling location.
- Robert informed the board that the library has applied for available Community Library Enhancement Funds (CLEF). He distributed a list of proposed projects for the board's review.
- Robert reported that the library has contracted with Valley Office Systems for new public copy machine service.
- Robert reported on the status of creating a new discharge area.
- Robert informed the board that options are being explored to move the outside book drop to a location that will allow actual drive-up drop-offs.
- Robert informed the board that the library will be hosting a "Downloadables Day" training presented by the State Library on May 3rd, and encouraged any who want to participate to register for it on the State Library website.
- Robert distributed the 2011 Annual Report. Chad suggested that the report be tied in with the long range plan to demonstrate specifically how the library goals are being met.
- Chad reported on the status of the budget process, and moved to approve the budget as submitted. Nick seconded. The motion carried unanimously.

- Dixie reported that the online book sales collected \$343.76 and the ongoing in-house book sales collected \$271.60 in March.
- Nick reported that he had received an email from the American Library Association in conjunction with National Library Week encouraging contacting political leaders in support of libraries. He also reported that he will be advocating for libraries in the State Democratic Convention and encouraged the others to do the same as circumstances allow.
- (Karl was excused to attend another meeting.)
- Joe distributed copies of the Computer Use Policy for review in compliance with the Children Internet Protection Act. Chad suggested discussing with the city attorney possible language to add that more specifically states what is constituted as a policy violation.
- Stacey reported on the marketing committee meeting, and distributed copies of a press release prepared by Sherrie Mortensen. She also reported that the committee decided to wait until Fall for the logo re-design, and that they have begun the process of creating a marketing plan.
- The meeting adjourned at 6:40 PM. The next meeting is scheduled for May 8th, 2012 at 5:30 PM.