

**LOGAN LIBRARY
REGULAR BOARD MEETING MINUTES
15 JANUARY 2013
5:30 PM**

MEMBERS PRESENT: Chad Hutchings, Noelle Call, Joe Needham, Stacey Wright, Jeanne Sullivan, Pat Sadoski, Tavia Smith

MEMBERS EXCUSED: Karl Ward - City Council

MEMBERS ABSENT: None

LIBRARY STAFF: Robert Shupe, Karen Clark, Debbie Ogilvie

VISITORS: Joseph Anderson, Jami Strong and members of her family

BUSINESS:

- The meeting was chaired by Chad Hutchings; roll call was conducted by Debbie Ogilvie; the minutes for December were reviewed and approved, following a brief introduction of board procedures pertaining to Roberts Rules of Order.
- Robert and Chad presented a placque to Jami Strong, the winner of the library logo contest.
- The three new board members, Jeanne Sullivan, Pat Sadoski, and Tavia Smith were introduced.
- Chad explained the structure of the board - the elected offices and the appointed positions, and Robert explained the board's function as a governing body.
- Chad, Stacey, Joe, and Noelle introduced themselves for the benefit of the new board members. Robert introduced the library staff members in attendance; himself, Robert Shupe, as library director, Debbie Ogilvie as board secretary, Karen Clark as assistant director, and Joseph Anderson as an interested and oft called upon staff librarian.
- Robert informed the board that our State Library consultant will be presenting a Library Trustee Training on March 23, 2013 from 10:30 am to 12:30 pm, and invited all board members to attend.
- Robert reviewed the monthly statistical report for December.
- Robert informed the board that with the addition of the online items, circulation for 2012 exceeded 1 million checkouts for the first time in the history of the Logan Library. He further stated that the library's announcement of this on Facebook prompted a recent article in the Herald Journal about the library.
- Robert presented a patron situation and his decision regarding their purchased non-resident card payments, and recommended that the board consider a monthly or quarterly option on this policy. Following some discussion, Chad asked that Robert include in his proposal the staff burden and possible short-term options.
- The board elected Chad Hutchings for Chair and Noelle Call for Vice Chair for 2013. Board assignments were made as follows: Trust Funds - Tavia Smith; Advocacy and Legislation - Joe Needham; Board Policies - Jeanne Sullivan; Long Range Planning - Pat Sadoski; and Public Relations - Stacey Wright.
- The board approved the board meeting calendar for 2013, meetings to be held the second Tuesday of each month (except this month) at 5:30 pm in the Logan History Room.
- Chad reported that the library division heads have been asked to submit their budget requests this month for the 2013-14 fiscal year. He also reported that the current budget is in good standing.

- Robert reported that the online book sale collected \$913.87 and the ongoing in-house book sales collected \$214.00 in December.
- Stacey reported that the library website is now using Google Translate; that the library is trying to form a partnership with USU to provide translation for library brochures; and that a committee has been formed to systematically review the library website. She displayed the Robert Shupe poster created by the Read Poster task force. She also reported that members of the marketing committee will be presenting a panel discussion on Marketing Committees in the next ULA conference.
- Noelle reported that the e-reader training sessions for the staff have been finished and that preparations are underway to present public training for e-readers and basic laptop skills.
- Robert and Joseph reported on the current usage of the laptops and e-readers in the library, and gave credit to volunteer Brandon Holst who is presenting the training sessions.
- Joseph and Robert explained the Cache Valley Library Association and announced the recently elected officers, including Joseph as the vice president and Robert as the president.
- The meeting adjourned at 7:00 PM. The next meeting is scheduled for February 12th, 2013 at 5:30 PM.