

**LOGAN LIBRARY
REGULAR BOARD MEETING MINUTES
12 FEBRUARY 2013
5:30 PM**

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

MEMBERS EXCUSED: Karl Ward - City Council

MEMBERS ABSENT: Joe Needham

LIBRARY STAFF: Robert Shupe, Karen Clark, Debbie Ogilvie

VISITORS: Joseph Anderson

BUSINESS:

- The meeting was chaired by Chad Hutchings; roll call was conducted by Debbie Ogilvie; the minutes for January were reviewed and approved.
- Robert reviewed the monthly statistical report, calling attention to the addition of e-content to the circulation statistics. Pat requested clarification of the meeting room statistics.
- Robert distributed the 2012 annual report and read aloud the opening paragraphs.
- Robert requested a verbal RSVP for the Library Trustee Training on March 23rd. All board members present indicated their intent to attend.
- Robert distributed disclosure statements for the board to submit, as required by all Logan City employees, appointed officers, or elected officers, to disclose any affiliation with an entity that may have a conflict of interest with Logan City.
- Robert informed the board that the library has received a donation of chairs from another city department.
- Robert provided some background information about the Cache Valley Library Association and invited the board members to join if they had any interest.
- Robert informed the board that the library has formed a task force to investigate homebound library service, and reported on the progress so far. Jeanne suggested contacting the RSVP volunteer service at the Senior Citizen Center for book delivery and pick-up.
- Noelle reported that the budget is in good standing for the current fiscal year. She asked Robert to explain a recent transfer from one budget area to another to cover software maintenance costs that were higher than projected.
- Noelle distributed copies of the projected budget draft for the 2013-14 fiscal year. Robert reviewed the suggested changes, explained the background and previous board decisions regarding designs for a new building, and asked the board to approve the proposed allotment from the trust fund for design fees. The budget draft will be an action item in the next meeting.
- Tavia reported that the online book sale collected \$778.85 and the ongoing in-house book sales collected \$319.85 in January.
- Robert shared his recent advocacy experience with the board, wherein a front-page article about the Logan Library's "Quality Library" status was shared with many other Utah librarians.

- Jeanne distributed copies of the current Purchased Card payment plans and a draft of the 'Eligible Patron Policy' with the changes proposed. Chad suggested that the board members review the documents and make the item a workshop discussion in the next meeting.
- Stacey reported that the marketing committee has chosen Century Gothic as the official font for the new Library logo; that a book bag task force has been formed; and that plans for National Library Week have started.
- Pat reported on the status of e-reader training for staff and the in-library use of the devices by the public. She distributed copies of the class schedule for the new "Learning @ the Library" program for the public. Joseph Anderson reported on the first session, which was held today.
- Robert distributed copies of the board list with contact information and board assignments.
- Pat asked about the possibility of improving the lighting.
- The meeting adjourned at 6:50 PM. The next meeting is scheduled for March 12th, 2013 at 5:30 PM.