

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

**MEMBERS PRESENT:** Chad Hutchings, Noelle Call, Joe Needham, Jeanne Sullivan, Pat Sadoski, Tavia Smith, Robert Schmidt, Karl Ward - City Council

**MEMBERS EXCUSED:** None

**MEMBERS ABSENT:** None

**LIBRARY STAFF:** Robert Shupe, (Karen Clark excused), Debbie Ogilvie, Angie Hess, Sherrie Mortensen, Brandon Holst, Jason Cornelius, Joseph Anderson, Laura Nelson

**VISITORS:** Brad Bair - University Journalism Student

**BUSINESS:**

- The meeting was chaired by Chad Hutchings; roll call was conducted by Debbie Ogilvie; the minutes for October were reviewed and approved.
- Angie Hess and Sherrie Mortensen reported on their recent attendance at UPLIFT (Utah Public Library Institute For Training). Sherrie Mortensen and Brandon Holst reported on their recent attendance at ULA's "Engage the Future" workshop. Jason Cornelius, Joseph Anderson, and Laura Nelson reported on their recent attendance at ULA's Fall Workshop.
- Robert Shupe informed the board of Joseph Anderson's recent participation on a Career Symposium panel representing Library Science as a career choice. He also mentioned that two attendees at the panel discussion came to the CVLA meeting held in Hyrum last week to meet more librarians and learn more about the profession.
- Robert Shupe informed the board of employee appointment changes: Laura Nelson, previously a full-time library technical assistant (LTA) was hired as the Young Adult Librarian to replace Rachel Anderson, who resigned in favor of full-time motherhood; Sherrie Mortensen was assigned to the duties of Children's Division storyteller (continuing as a full-time LTA); Brandon Holst, previously a part-time LTA, was hired as a full-time LTA; Erika Christensen, previously a library page, was hired as a part-time LTA. The vacant library page position is in the process of being filled.
- Robert Shupe called the board's attention to the move of the adult audiovisual collection from the check-out area to the information desk area, bringing the requests for assistance with these materials to the information desk, and also increasing traffic through other areas of the library. He reported that plans for the now vacant area by the check-out desk include a comfortable reading space and shelving for the New Book collection.
- Robert Shupe explained a soon to be launched "Homebound Service" to provide library materials to residents of Logan who are physically unable to come to the library. The board discussed logistics and marketing.
- The board reviewed the monthly statistical report for October. Robert Schmidt was assured that the numbers being reported indicated we are close to being 'at capacity' with the current staff. Joe Needham brought up the recent trend of lower online visits and expressed an interest in knowing more details of how people are spending their time on the library website.
- Chad Hutchings asked the board for comments on the proposed resolution regarding staff/management disputes, and the board's role in such, which he had previously emailed to them. Following discussion, and a correction in wording on item #4, Jeanne Sullivan moved that the board accept the resolution as amended. Joe Needham seconded. The motion passed with one abstention, as Robert Schmidt had not received it for review.

The resolution will be distributed to the mayor's office, the city attorney, and the human resources department and will be included in the board member binders, the library policy manual, and the library staff handbook.

- Noelle Call reported that one third of the way into the fiscal year, all accounts are in order.
- Tavia Smith reported that the online book sales collected \$450.03, and the ongoing in-house book sale collected \$531.06 in October.
- Joe Needham reported on the Friends of the Library Kick-Off Event. He stated that the proposed by-laws were accepted but that no officers were selected, and informed the board that a follow-up meeting is scheduled for Thursday, November 14th.
- Robert Schmidt reported on the ongoing Marketing Committee projects: The draft of the Big Blue READ poster looks good; The committee is going to explore why neighboring libraries seem to get more media coverage than the Logan Library, and what can be done differently to change that; Signage changes are still in the works; There is a student intern who will be translating selected library publications into spanish; And plans were discussed for the (now past) Friends Kick-Off event.
- Pat Sadoski distributed the latest draft revision of the Historical Development of the Long Range Plan for the board's review, to be discussed in a future meeting. Jeanne suggested that it would be helpful if distributed drafts were marked to show the changes under consideration.
- The meeting adjourned at 6:55 PM. The next meeting is scheduled for December 10th, 2013 at 5:30 PM.