

**LOGAN LIBRARY
REGULAR BOARD MEETING MINUTES
11 FEBRUARY 2014
5:30 PM**

MEMBERS PRESENT: Chad Hutchings, Noelle Call, Jeanne Sullivan, Pat Sadoski, Tavia Smith, Robert Schmidt, Susan Kadlec, Gene Needham - City Council

MEMBERS EXCUSED: None

MEMBERS ABSENT: None

LIBRARY STAFF: Robert Shupe, Karen Clark, Debbie Ogilvie

VISITORS: Joe Needham, Joseph Anderson

BUSINESS:

- The meeting was conducted by Chad Hutchings; roll call was conducted by Debbie Ogilvie; the minutes for January were reviewed and approved.
- Under the Call to the Public, Chad Hutchings opened discussion about vehicles parking in the drive-through book drop. Robert Schmidt suggested turning over enforcement to the police department, with a warning ticket for the first offence. Robert Shupe agreed to discuss the idea with the parking enforcement officer's supervisor.
- The board officially welcomed Susan Kadlec back as a board member, ratified by the City Council on January 21st.
- The board presented a plaque to Joe Needham in appreciation for his service on the library board.
- Robert Shupe reported that further publicity for the homebound service will be pursued, but not until after the additional mailing bags have arrived.
- Robert Shupe reported on his first meeting with Mayor Petersen, wherein he was able to discuss some of the most vital roles the library plays in the community and reasons why a new building is needed.
- Robert Shupe distributed a copy of the report Mayor Petersen asked for regarding ebooks and eaudiobooks in the library.
- Robert Shupe and Joseph Anderson reported on the Cache Valley Library Association, now in its second year as an official organization, and invited the board members to participate.
- Robert Shupe invited the board members to attend the annual Staff Appreciation event, to be held on April 4th at 6:30 PM.
- The board reviewed the monthly statistical report for January. Robert called attention to the inclusion of usage of the library's wireless network.
- Robert Shupe distributed the second iteration of the "marketing plan revision document," which includes suggestions from the marketing committee, the librarians council, and the library board. He asked the board to forward any additional suggestions to him.
- Robert distributed copies of the 2014-15 budget proposal and explained the reasoning behind the suggested changes, particularly the request for a full time custodian. Following discussion, the board asked for a breakdown of the estimated IT Assessments provided by the city.

- Noelle Call reported that all accounts for the current budget year are in good standing, and expressed appreciation for the detailed report of the proposed budget.
- Tavia Smith reported that the online book sale collected \$225.21, and the ongoing in-house book sale collected \$597.80 in January.
- Robert Schmidt distributed a draft of the "Memorandum of Understanding between Logan Library and Friends of the Logan Library" and asked the board to review it, particularly with risk management in mind. Chad explained the requirements of establishing 501c3 status. Board members are asked to send suggestions to Robert Shupe.
- Susan Kadlec reported on the Marketing Committee projects: the library seems to be getting better media coverage than in the recent past; the signage task force will be meeting soon with the representative from Superior Signs; a READ poster for USU President Stan Albrecht is in the works, and other possibilities are under discussion; plans are going forward for a spanish storytime, which will help to bulid relations in the Latino community and facilitate creation of a Latino Advisory Council; officers for the Friends of the Library were elected on January 16th, and regular meetings will be held in the library on the second Wednesday of each month; the National Library Week task force is making big plans; and finally, the marketing committee has been reviewing the 'Marketing Plan Revision Document'.
- Pat Sadoski reported that the general library staff has met and discussed the vision and values statements, and that discussion is continuing on the divisional level.
- The meeting adjourned at 7:25 PM. The next meeting is scheduled for March 11th, 2014 at 5:30 PM.