

LOGAN LIBRARY
REGULAR BOARD MEETING MINUTES
13 JUNE 2017
5:30 PM

(Recordings of library board meetings are a public record and can be found at <http://www.utah.gov/pmn/index.html>)

MEMBERS PRESENT: Noelle Call, Tavia Smith, Robert Schmidt, Crescencio Lopez Gonzalez

MEMBERS EXCUSED: JaDene Denniston, Leslie Black, Tom Jensen - City Council

MEMBERS ABSENT: Liz Villegas

LIBRARY STAFF: Karen Clark, Debbie Ogilvie

VISITORS: Anne Hedrich - Friends of the Library

BUSINESS:

- The meeting was conducted by Noelle; roll call was conducted by Debbie; the minutes for May were reviewed and approved.
- Karen distributed written reports from Jason Cornelius and Jeanne Evans on their attendance at the Utah Library Association conference. Robert suggested that a written report summary every six months or so would be sufficient, rather than staff reports during board meeting. Noelle stated that she appreciated the verbal reports as a way to get to know the staff members but agreed that written reports would be a more efficient use of both board and staff time.
- Karen reported that the CLEF grant money has almost all been spent, and distributed a copy of Sean Dolan's article from the Herald Journal today (June 13th), as well as a list from Becky Smith of the materials she purchased with her portion of the grant.
- Karen reported that the self-check unit purchased with LSTA grant funds is scheduled to ship on June 20th, and hopes it arrives before the grant expires on June 30th.
- Karen distributed copies of the current and proposed budget as found in the city financial software. She also distributed an itemized list of this year's revenue account balances.
- Karen distributed copies for the board's information of the recently updated staff closing procedures, guidelines for flex schedule/leave requests and trading shifts, and workflow change in processing flex schedule/leave requests. She informed the board that all these procedures will be updated in the online staff handbook.
- The board reviewed the monthly statistical report for May, noting that the circulation numbers were up for the first time in a while.
- Noelle reported that the new building steering committee will be meeting with each of the four architect finalists on Thursday, and that they hope to choose one by the end of the anticipated five hour long session. She stated that the chosen architect will then review the four possible locations and will gather public input as well. Robert suggested that as the board will have minimum input on the site or the architectural plans, perhaps a board resolution would be appropriate requiring at least a silver level LEEDS certified design. Karen suggested that the board visit the Bozeman Montana library website to review their LEEDS information.
- Noelle reported that 19 applications were received for the director position, 7 of which were presented to the selection committee. She stated that the committee has narrowed the choices to three, and that Greg Cox will be scheduling interviews. She described some of the hiring process, which will include a day of meeting with the mayor and library staff among others and giving a presentation about their views of a 21st Century Library.

- Noelle initiated discussion about what the board responsibilities should be as regards the ongoing oversight and evaluation of the library director. She distributed copies of the ALA resource guide Evaluating the Library Director, and agreed to send out by email a bulleted list of the points raised during the board discussion. Crescencio moved that the discussion of a policy for new director evaluation be added as an action item in the July board meeting, with email communication expected prior to that time. Robert seconded. The motion passed unanimously.
- Tavia reported on the status of the current budget, with the non-benefited salaries the only account still overdrawn. She reported that the needed funds will be transferred from other accounts, and that Karen continues to monitor all accounts daily to be sure the others all remain positive.
- Anne Hedrich reported that the Friends of the Library are considering changing their operative year, to align the change in board officers, currently in August, with the license renewal, due in April, allowing all changes to be made at once and eliminating the need to pay for additional changes in the middle of the year.
- Karen reported for Leslie that the online book sale collected \$4.14 and the ongoing inhouse book sale collected \$725.25 in May; and that the current balance of the library trust fund is \$153,876, \$6,078 of which is from contributions made during this fiscal year.
- Karen distributed a draft meeting room policy revision and Robert initiated discussion about what to do with groups that have the potential to draw a large protest. Following discussion, which included changing the name of the Logan History Room to the Ronald K Jenkins Reading Room, Tavia moved to make the policy an action item for next month. Crescencio seconded. The motion passed unanimously.
- Karen informed the board that due to the restriction of extra hours for part time employees, the marketing meeting was cancelled this month.
- Crescencio suggested that the library increase their online presence for the summer activities by offering prizes for patrons who post pictures of themselves visiting the library and participating in the summer programs. Karen reported that Sonic wanted to be a part of the summer programs, and that they might be able to provide the prizes.
- Karen distributed a list of what our librarians see in a 21st Century library, as discussed in the last librarians council meeting.
- Robert informed the board that he now has a registered Little Free Library in his yard, and asked if it would be appropriate to place Logan Library bookmarks in all of the books. Karen agreed to get him some in July.
- The meeting adjourned at 7:20 PM. The next meeting is scheduled for July 11th, 2017 at 5:30 PM.