

**LOGAN LIBRARY  
REGULAR BOARD MEETING MINUTES  
8 AUGUST 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, Crescencio Lopez Gonzalez, JaDene Denniston, Liz Villegas, Leslie Black

**MEMBERS EXCUSED:** Tavia Smith, Robert Schmidt, Tom Jensen - City Council

**MEMBERS ABSENT:** None

**LIBRARY STAFF:** Karen Clark, Debbie Ogilvie

**VISITORS:** Anne Hedrich - Friends of the Library, Jeanne Evans

**BUSINESS:**

- The meeting was conducted by Noelle; roll call was conducted by Debbie; the minutes for July were reviewed and approved.
- Karen distributed a graph showing the usage of the self-check unit in July and the first part of August.
- Karen distributed the web page monthly usage for January through July.
- Karen reported on the status of the summer reading programs.
- Karen shared with the board the city attorney's response to the question of what the process would be to change the out-of-city fee structure.
- Karen informed the board that Erika Bloxham has resigned, that Frankie Urrutia has been hired to fill her part time library technical assistant position, and that Frankie's library page position will be posted. She also reported that the library will be hiring a full-time Librarian to fill the position vacated when she was accepted as the new library director. She explained that the duties of the new Librarian will probably be more technology oriented rather than cataloging and library technical services.
- Karen informed the board about scheduled staff meetings that will be held on a regular basis. She also reported that in her ongoing one-on-one meetings with employees she will be introducing procedures for mid-year evaluations in December and fiscal year-end evaluations in June.
- The board reviewed the monthly statistical report for July, noting the increase in most categories. The board discussed ideas for increasing use of the library by minorities, and whether it would be possible to indicate such use in the statistical report.
- Karen distributed the final draft of the meeting room policy with suggested wording changes from the city attorney. Following discussion, Crescencio moved to accept the policy as amended during the discussion. JaDene seconded. The motion passed unanimously.
- Karen distributed a copy of the library director evaluation form and a document detailing the board process for the same. Following discussion, Leslie moved to accept and initiate the evaluation process. Crescencio seconded. The motion passed unanimously.
- The board discussed the presentation given to civic leaders by the architects, and will request that the public presentation on August 17th include some key positives about each possible site.

- Karen reported (for Tavia) that the new budget is underway, and that all invoices from the previous year have been paid, and were within budget. She reported that part-time employees have been authorized some extra hours and that she will continue to monitor the budget.
- Leslie reported that the online book sales were a negative \$8.65, after the monthly Amazon Marketplace fee, and that additional items are being added to the marketplace for sale. She reported that the ongoing, in-house book sale collected \$727.25, and that the current trust fund balance is \$157,433.56.
- Liz (and Anne) reported that the Friends of the library will hold a bylaws review meeting on August 14th at 5:30 PM, that their next public meeting will be on August 16th at 7:00 PM, and that the next book sale will be in September.
- Liz reported that the Latino Advisory Council is working on plans for the Hispanic Heritage Festival to be held on September 16th from 4:00 to 6:30 PM.
- Karen (for Robert) distributed copies of the Gifts policy (1.2.03) and the Interlibrary Loan policy (2.2.04) for the board to review. Discussion on updating these policies will begin next month.
- JaDene reported that the new focus for the marketing committee on why we need a new library has sparked excitement and some great ideas in the committee.
- Crescencio reported on the status of the #tagalong program, and agreed to meet with Karen this week to get things moving. The board agreed that the library as a 'community center' should also be marketed as a 'cultural center'.
- The meeting adjourned at 6:45 PM. The next meeting is scheduled for September 12th, 2017 at 5:30 PM.