

**Approved Minutes of the
Brigham City Library Board Meeting
Tuesday, January 16, 2024 – 7:00 p.m.**

MEMBERS PRESENT:

De Ann Lester, Chair
Fred Perkins, V. Chair (Via Zoom)
Joe Dutson

Ian Harding
Joan Peterson
Barbara Poelman

Elizabeth Schow, Library Dir.
Liz Martinez, Admin. Asst.

MEMBERS EXCUSED:

Dave Jeffries, City Council Rep.

CC:

Mayor Bott
Derek Oyler

De Ann Lester called the meeting to order.

REVIEW/APPROVAL OF MINUTES:

Board members reviewed the November 21, 2023, Library Board Meeting Minutes.

Barbara Poelman motioned to approve the minutes of the Board Meeting on Tuesday, November 21, 2023. Ian Harding seconded the motion. All were in Favor. Motion passed.

VOUCHERS:

Board members reviewed the Vouchers Statement for November 2023.

Joe Dutson asked about the nature of the charge from Avaya for \$750 assigned to the telephone expenditure line. Elizabeth Schow and Liz Martinez explained that this company provides the physical desk phones used throughout the library. This charge was input by the city. Liz Martinez will request further information regarding the charge.

Fred Perkins asked about the charge for the restocking of the emergency medical cabinet assigned to the office supplies expenditure line. He wanted to know how often that cabinet was accessed, who was allowed access to the cabinet, and how those materials are distributed. Elizabeth Schow stated that the cabinet is accessed a few times a month and the most used items in the cabinet are for minor cuts and pain relief. Only staff have access, as the cabinet is in a staff-only area, but staff can distribute these supplies to patrons as the need arises. She stated that patrons provide their own care, the library can provide the supplies, but does not provide medical care. If a patron or a staff member has a major medical emergency, staff will call an ambulance at the consent of the injured, if consent is able to be given. If consent is not able to be given due to injury or unconsciousness, staff will call an ambulance.

De Ann Lester asked about the charges assigned to the overhead allocation expenditure line. Elizabeth Schow explained that these charges differ from facilities maintenance charges, which are charged when repair or construction work is completed on library property. The overhead allocation has historically paid for the library's portion of IT support, but could include charges related to HR, legal advice, financial services, and other shared resources from other departments. The City has kept this number artificially low, but that number will increase next budget year. For the 2024-2025 fiscal year, the library will be responsible for paying a greater portion of these overhead allocation costs.

De Ann Lester asked the reasoning behind the charge for the card reader being assigned to the library collection and software expenditure line. Elizabeth Schow explained that this line is called "collection *and software*". The card reader is software that is used to run the library.

Joe Dutson motioned to approve the Vouchers Statement for November 2023. Ian Harding seconded the motion. All were in favor. Motion passed.

Board members reviewed the Vouchers Statement for December 2023.

Ian Harding motioned to approve the Vouchers Statement for December 2023. Barbara Poelman seconded the motion. All were in favor. Motion passed.

LIBRARY SERVICE SPOTLIGHT:

Liz Martinez presented information about the Libby app by OverDrive. She encouraged members to try out this library service if they hadn't already and advocated for their help in advertising this service to the citizens of Brigham City.

LITERACY REPORT:

Elizabeth Schow gave a summary of the Literacy Report. Linda Ashcraft has had many people ask for ELL help who missed the registration window in Fall 2023. She has begun working with a small group separately. One of the stay-on-track readers was able to read a poem aloud at their church Christmas party.

UNFINISHED BUSINESS:

Strategic Plan – Discussion of Survey Results – Elizabeth Schow asked for any further feedback or impressions from Board members after reviewing the response to the public survey. The strategic planning committee will meet at the end of January.

Fred Perkins stated that he would like the plan to emphasize educating the residents of Brigham City on the resources the library has available. De Ann Lester agreed with this assessment.

De Ann Lester also mentioned her impression that patrons are embarrassed about asking for help and may not want to take up staff time with their questions. Elizabeth Schow suggested further advertising and utilizing the Brigham City Library Academy. The Academy contains tutorials on common library services, which are easy to access from the library's website. Elizabeth also suggested showing single 2-minute tutorials before library programs.

Joe Dutson brought up the large public interest in the Library of Things collection, as well as the varied suggestions of items to add to that collection. He suggested investigating what items would be most helpful for the community, and that the strategic plan should create a clear goal and path forward for that collection.

De Ann Lester highlighted the question regarding maintenance projects throughout the library and brought out the public response that accessibility in the restrooms was the most pressing need. Designated quiet study or reading space was also highly requested by the public and may need to be prioritized in the strategic plan.

Other members highlighted the comments regarding lowering or completely omitting overdue fines, the maintenance of the quaint and historic feeling of the library, the patron desire to eliminate non-resident fees, and the appreciation of the library as a safe space for all members of the community.

Elizabeth Schow stated the schedule issued by the Utah State Library and informed Board members that the Strategic Plan will need approval by June's Board meeting at the latest. Fred Perkins reminded members of the suggestion made in an earlier meeting of presenting a preview of the Strategic Plan to the City Council in early May. The committee will work toward this goal.

Circulation Policy – Elizabeth Schow stated that there are no updates regarding this item. The librarians are still addressing administrative officials' concerns with the proposed policy.

Elevator Project Update – Elizabeth Schow summarized developments with the elevator replacement. The framework and exterior entry on the upper floor have been completed and more progress is being made every day. Disruption to staff has been as minimal as possible and workers have been considerate to staff requests and questions. Assuming the scheduled inspection is passed, the project should be complete before the next Library Board meeting.

NEW BUSINESS:

Library Programming Update – Elizabeth Schow presented the Storytime statistics from Fall 2022 compared to Fall 2023. The 2023 sessions were well attended, with at least 30 participants per event. Michele Schumann hopes to hold Storytime again in March or upon completion of the elevator project.

In-library programs have all been held in room one. Literacy's ELL classes have combined with Linda Ashcraft meeting separately with students as needed. The Parent/Kid book group and the Humanities book group are still doing well in the space and have been well attended.

Staffing Update – Elizabeth Schow shared that a new clerk has been hired. They are still going through the pre-employment screenings and will be starting next Monday. The new hire's name will be shared at the next Library Board meeting.

Donation Update – Dale and Martha Ward made a very generous \$1,000 donation at Christmastime.

Utah Public Library Survey 2023 – The Brigham City Library has been recertified by the Utah State Public Library. The letter confirming this was distributed to members of the Board. Members congratulated Elizabeth Schow on this achievement.

Utah Humanities Grant Update – Elizabeth Schow shared that she is preparing to submit the final application for the 2024 book discussion series. The Utah Humanities will make the final decision to fund the series or not in February. The application will go before the Utah Humanities Board who will make the decision.

Elizabeth mentioned that the program may need to change in 2025 if the library wants to continue in their partnership with Utah Humanities. Partnering may reduce the number of discussions during the year to 9. Elizabeth and the library staff will continue to brainstorm how to accommodate the change in the Utah Humanities grant schedule. Fred Perkins mentioned that participant comments were interesting to read and contained many eye-opening experiences with 2023's "The West: Image and Reality" series. Elizabeth agreed and expressed her gratitude to the members of the discussion group for their insights and excellent comments.

Internet Policy Update – Elizabeth Schow shared that library staff are working on updates to the internet policy at the request of City administrators. There will be new software, paid for out of the library budget, that will maintain internet histories for a certain length of time. Elizabeth is communicating with Royce Wilkerson about how long this information will be kept and what kind of information will be kept so those things can be disclosed to the public in the new policy. City administrators have enacted this change so that a log will be kept and maintained on any individual who views illegal images or visits illegal sites.

Ian Harding asked what prompted the City administration to issue this change. Elizabeth explained that there were some concerns expressed to City administrators about patrons accessing inappropriate things on the internet. This does not happen often. For most instances, it has been assessed by staff that the viewing was very probably accidental. Only a few patrons are known to staff to have purposefully accessed material that violated policy. Usually, one warning from staff will prevent the problem from occurring again. Ian Harding asked who will have access to the documented internet histories and how they will tie those histories back to the patrons who have viewed websites that violate policy. He also asked if individuals on the library's public Wi-Fi will be monitored. Elizabeth specified that the software will only be installed on the library's public internet computers. For a violation on a personal device, City administrators instructed library staff to write into policy that staff will contact the police who may then confiscate the device as part of an investigation.

Ian Harding expressed his concern with this directive from the City administrators. Ian stated that he feels the City is imposing this change when the library should have the most open policy of any publicly funded entity. He expressed that in researching this issue, he viewed both the Logan and Weber County library's internet policies, which affirmed to their patrons that any information, data, or history input on their public computers is deleted when that patron logs off.

He expressed that the proviso before Brigham patrons is “we know who you are, we know what you’ve seen, and we’re recording that and providing it to the City without any oversight.”

Elizabeth Schow thanked Ian Harding for his comments and concern. Elizabeth expressed that she has shared some of the same concerns to City administrators, including the concern that this change is not best library practice. She reiterated that the intent behind this change is to address complaints and maintain the library as a safe space. This does conflict with views on patron privacy in the library profession. The intent is to ensure that if someone does break the law, that the police will have access to those records and be able to take legal action. The library will have to pay for the software to retain those records and rewrite the internet policy so that this information is disclosed to the public. The policy will be subject to Library Board approval before being implemented.

Ian Harding reiterated his concern regarding what was being stored, who has access to that data, what controls are in place to make sure that information is not accessed inappropriately, and who will be notified when that information is accessed. Elizabeth suggested inviting Royce Wilkerson to a future Board meeting to discuss the software and how it will store information with members of the Library Board. During previous meetings, City officials stated that data collected by this software would be under the same layers of protection as other city data and sensitive information. Elizabeth also stated that the library’s revised internet policy will request a legal document such as a court order or a subpoena to be provided before data or hardware is released to law enforcement. Elizabeth stated again that this change does go away from the best practices within the library field, but that she understands the good intent behind it. De Ann Lester asked if Elizabeth Schow knew why the City administrators were enacting this change now. Elizabeth stated that this change is being made in response to a concern presented to City administrators.

Ian Harding asked if this software will be in addition to the filtering software in place for compliance with the Children’s Internet Protection Act. Elizabeth confirmed that the CIPA filtering software will remain unchanged. The new software mandated by the City will record information for staff use, while making that information unavailable for the next patron. Records will be kept on URLs and possibly downloads, but the software will not save passwords or usernames. Elizabeth is waiting for further clarification from Royce Wilkerson. Ian Harding also requested that Royce provide information about encryption and metadata. Board members agreed and stated their concerns in relation to this request.

Other Items – No other items were discussed.

DISTRIBUTION:

- Utah Public Library Survey 2023 Summary
- Utah Humanities Grant Report 2023
- Brigham City Book Festival Report 2023
- Utah State Library: Letter of Recertification 2023
- Newspaper and Other Publicity
- Daily Deposit Report: November 2023 and December 2023
- Revenues and Expenditures: November 30 and December 31, 2023
- Fall Storytime Attendance Comparison: Fall 2022 – Fall 2023
- Circulation Statistics Reports: July 2022 – December 2023
- Collections and Overdue Items Statistics: July 2023 – December 2023
- Staff Meeting Minutes: December 7, 2023
- Library Leadership Minutes: December 13, 2023

ANNOUNCEMENTS:

The next Board Meeting will be held on Tuesday, February 20th, 2024, at 7:00 pm.

ADJOURNMENT:

Barbara Poelman motioned to adjourn the meeting. Joe Dutson seconded the motion. All were in favor. The meeting adjourned at 8:10 pm.

Distributed 2/20/2024