

**Approved Minutes of the
Brigham City Library Board Meeting
Tuesday, February 20, 2024– 7:00 p.m.**

MEMBERS PRESENT:

De Ann Lester, Chair
Fred Perkins, V. Chair (Via Zoom)
Dave Jeffries, City Council Rep.

Joe Dutson
Ian Harding
Joan Peterson

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

ALSO PRESENT:

Diana Felt, Reference Librarian

CC:

Mayor Bott
Derek Oyler

De Ann Lester called the meeting to order.

REVIEW/APPROVAL OF MINUTES:

Board members reviewed the January 16, 2024 Library Board Meeting Minutes.

Barbara Poelman motioned to approve the minutes of the Board Meeting on Tuesday, January 16, 2024. Joe Dutson seconded the motion. All were in Favor. Motion passed.

VOUCHERS:

Board members reviewed the Vouchers Statement for January 2024.

Ian Harding asked about the anticipated increase in the overhead allocation expenditure line and when that change was expected to occur. Elizabeth Schow speculated that the increase will most likely occur at the beginning of the fiscal year in July 2024.

Ian Harding motioned to approve the Vouchers Statement for January 2024. Barbara Poelman seconded the motion. All were in favor. Motion passed.

LIBRARY SERVICE SPOTLIGHT:

Diana Felt presented information about Interlibrary Loans and Book Buzz. For titles that the library may not have the budget or shelf space to purchase, staff can fulfill requests by borrowing books from other libraries across the country. This does require signed permission from an adult patron, as these titles are subject to the owning library's policies and procedures. Sets of books are also available for book group use through a program called Book Buzz. This program is run through the Utah State Library. There are more than 700 different book sets that can be reserved up to two years in advance of the lending date. Due to a generous grant from the Utah State Library, postage for interlibrary loans and Book Buzz sets are reimbursable, thus patrons enjoy these services free of charge. Diana encouraged members to consider these library services as options in their own reading journeys and to advertise these services to the citizens of Brigham City who might benefit from them.

Diana Felt was thanked for her time and training, then excused from the meeting.

LITERACY REPORT:

Elizabeth Schow gave a summary of updates in Literacy. ELL classes have continued and are going well. Because of the elevator construction the two ELL classes have been combined into one. These classes traditionally run from September

to May, mirroring the school year, but community interest has peaked in recent months. Linda Ashcraft has begun meeting with a small group of learners to accommodate this interest without disrupting the traditionally scheduled classes.

UNFINISHED BUSINESS:

Strategic Plan Update – Elizabeth Schow updated members on the progress the Strategic Planning Committee has made. The Committee has created a rough draft of the Strategic Plan during their two meetings. A final draft is being made based on their recommendations. If approved, this will be presented to the Board in March’s Library Board meeting.

Circulation Policy – Elizabeth Schow stated that there are no updates regarding this item. Staff are still working with administrative officials regarding the proposed policy.

Internet and Online Access Policy – Elizabeth Schow stated that she has made the requested changes to the library’s Internet Policy, except for IT-specific text she is waiting on from Royce Wilkerson, including answers to the encryption and metadata questions raised by Ian Harding. The library procedures associated with this policy should be ready for Library Board review between March and May.

Elevator Project Update – Elizabeth Schow shared that an appointment with the State Inspector has been scheduled for Thursday, the 22nd of February. Facilities and library staff are hopeful for an inspection pass. Once approved, library programming will get back to normal and room reservations will be opened to the public.

NEW BUSINESS:

Donation in memory of Ann Henderson – Elizabeth Schow shared news of a very generous donation in memory of Ann Henderson for \$16,000. This money is to be used in the support of Literacy services. Linda Ashcraft is hopeful to use this generous donation to fund additional teachers for the ELL program.

Preliminary Budget for FY 2024-2025 – Elizabeth Schow presented a preliminary draft of the 2024-2025 library budget. She explained that all amounts in gray lines are placeholder values, as the budgeted amounts of these lines are determined by other City departments, not the library.

Ian Harding asked about the difference between the “Property Tax” and the “Fee In-Lieu” revenue lines. Elizabeth explained that the “Fee-In-Lieu” line represented taxes of non-land personal properties, such as vehicles or other property assets.

Joe Dutson asked about the amount of “Appropriated Surplus” dedicated to the 2024-2025 budget. Elizabeth explained that the surplus consists of funding that was unspent in previous fiscal years. The 2024-2025 “Appropriated Surplus” budget will cover some large facilities projects, including restroom renovations and plumbing replacements. Joe asked if library staff have a document that lists the balance of the surplus from previous years. Elizabeth confirmed that she can distribute a copy of that information during the next Library Board meeting. The surplus has previously paid for filling in the children’s area steps or “pit” and replacing of the elevator. The 2024-2025 budget proposal also includes a modification to the circulation desk, replacement of the eight large windows in the basement, and replacement of the library’s full-sized water heater with a smaller tankless model.

Elizabeth stated that she will be presenting staffing requests during the budget meeting with City Administration and Finance. She is hopeful for job progression approvals for pages and clerks. De Ann Lester asked about what the progression from Clerk II to Clerk III would entail. Elizabeth explained that this progression will compensate clerks for additional experience and added duties, including cataloging, help with programming, and other assigned projects. Fred Perkins stated that he was in favor of the Clerk III promotion being created to help library staff remain motivated and satisfied in their work.

Fred Perkins asked if the amounts staff are compensated are comparable to other small libraries across Utah. Elizabeth stated that Brigham City’s Human Resources department compares salaries with some other Utah cities each year. HR then evaluates how Brigham City is doing in comparison with its compensation of employees.

Dave Jeffries asked about the expenditure increase in the “Personnel Costs” expenditure line as compared to the previous year. Elizabeth explained that the presented amount was determined by other City departments and may include adjustments to benefits, wages, or both. The amount does not yet represent the staffing requests that will be made.

The Library Board will vote regarding the proposed budget in April’s Board meeting.

Staffing Update – Elizabeth Schow shared that the library welcomed a new clerk, Tanis Felger. Staff are still working with HR to bring on an emergency hire, as a regular member of staff will soon need extended time off.

Library Programming Update – Elizabeth Schow shared staff’s excitement over the return of programming space. Once the elevator replacement passes inspection, Linda Ashcraft will move back into her regular office, the P/K book group will have more room in which to meet, and Storytime and Stay-and-Play will begin again. Staff working on the National Library Week Committee are also getting ready for some fun programming opportunities for April.

Elizabeth also shared that the Humanities Grant has been approved. Scholars for the reading/discussion series “A View of 19th Century America” will be funded for the full 2024 year. Elizabeth is currently working on adding UH logos to appropriate materials for events throughout the year. Library staff are examining how future application schedules will fit with the traditional program schedule for the Adult Book Group. Elizabeth plans to survey the participants of the Adult Book Group to gauge their schedule preferences before applying for the grant in 2025.

Other Items – Fred Perkins asked about the new books whose purchases appear on the “Library Collection & Software” line in the Vouchers statements. He inquired if there is any way to disclose the names of those individual titles. Elizabeth stated that Liz Martinez keeps track of those titles and could provide that information to Board Members upon their individual request. Those titles can also be accessed through the library catalog by filtering search results by publication date. Librarians may also provide this information in the library’s Book Letter emails as they choose.

Fred Perkins mentioned his review of the Staff Meeting minutes and his shock in reading of the vandalism to library materials, particularly books that contained patron-redacted (sharpie-d) passages. He also asked about the bomb threat review in the same meeting and what that review entailed. Elizabeth stated that staff have information sheets next to their desk phones throughout the library. These sheets include questions staff can ask to glean more information if a threat is phoned in. Fred inquired if the staff also train for active shooter scenarios. Elizabeth confirmed that staff participate in mandatory annual trainings on this subject.

DISTRIBUTION:

- Newspaper and Other Publicity (emailed only)
- Daily Deposit Report: January 2024
- Revenues and Expenditures: January 31, 2024
- Facilities Maintenance Reports: July – December 2023
- Circulation Statistics Report: July 2022 – January 2024
- Collections and Overdue Items Statistics: July 2023 – February 2024
- Staff Meeting Minutes: January 25, 2024
- Library Leadership Minutes: January 26, 2024

ANNOUNCEMENTS:

The next Board Meeting will be held on Tuesday, March 19th, 2024, at 7:00 pm.

ADJOURNMENT:

Barbara Poelman motioned to adjourn the meeting. Dave Jeffries seconded the motion. All were in favor. The meeting adjourned at 7:46 pm.

Distributed 3/20/24