



Monroe City Library Board Meeting Minutes

January 8, 2024

Monroe City Library | 49 North Main | Monroe, Utah

In attendance:

Council Member Erica Sirrine, Library Director Shelly Monroe, Chair Linda Midgley, Secretary Lori Epling, Board Members Jennifer Nackowski and Cindy Tripp-Kent.

Board Members Dawn Van Nosedol and Noelle Smith joined electronically via Zoom. The meeting was called to order by Chair Midgley at 5:04 pm.

Invocation:

An invocation was given by Board Member Nackowski.

Minutes:

Board Member Nackowski made a motion to approve the minutes of October 9, 2023, as written. Council Member Sirrine seconded the motion. The vote to approve the minutes of October 9, 2023, as written, was unanimous.

Annual Statistical Report:

Director Monroe reviewed the library's annual statistical report. She stated that the service area had increased by a population of 46 (Monroe only, not including the surrounding smaller communities). Local operating revenue increased by \$9,000. The city is very supportive of the library. State operating revenue decreased for a total of approximately \$5,000. Total operating revenue increased by \$5,000 from 2022 to 2023.

Collections, print materials and audio/visual expenditures do not differ due to utilizing all available library space. Library visits increased by over 800. The number of registered users increased by over 100 from the previous year. The circulation of materials was up 300 from the previous year. Our physical circulation was down by 400. The increased circulation was due to LIBBY; electronic books are popular. Over 4,000 children's books were checked out.

Overall programs decreased from the previous year. There were 19 fewer programs than in 2022. Total program attendance decreased by 15. Fewer attended overall, but each program was well attended. With internet access available, computer use increased by over 100 uses and wireless network uses were up by 200 uses. The library hosted 21 adult programs with 240 in attendance. Council Member Sirrine asked for clarification on what is considered an adult program. Director

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Monroe responded that it includes games, book clubs, and any time an adult attends any event or activity. Board Member Nackowski asked how it compares to other libraries. Director Monroe is working on a visual graph to display contrast and compare data and numbers to other libraries throughout the entire state. Data is obtained from the state library.

Policy Change for Fines:

Director Monroe reviewed the proposed changes to the library policy for fines. The language to be added to the library policy states under Section F: Fines: "If all items are returned, fines will be waived." The library began a pilot program with this proposed policy change, and it increased the return of library materials. Due to the make-up of the population, with some patrons below the poverty line, the change will encourage all members to utilize the library and its resources. Donations are also accepted. Fines will not be charged if items are returned, but the library could offer the opportunity to donate, if desired. Director Monroe said the enforcement of fines was not always worth the time and effort required of staff resources to enforce and pursue. After further discussion, Chair Midgley made a motion to approve the proposed changes as outlined. Board Member Epling seconded the motion. The vote to approve the proposed changes to the library fine policy was unanimous.

Technology Plan:

Director Monroe reviewed the library's technology plan. Director Monroe is in the process of conducting a technology survey to determine current needs and proposed needs. The only new items discovered were e-readers. The technology plan is to continue updating computers/equipment in process, to commence a hotspot lending program, and consider e-readers. Council Member Sirrine asked about CD players and if there is a need. According to Director Monroe, there is not currently a need. Board Member Van Nosedol asked whether computers are sold at the annual book sale. Currently, computers are added to the city's surplus. Council Member Sirrine stated surplus items are listed in the city minutes. Computers are used to their full-life service.

Elections:

Board policy calls for officer elections to be held every January. Chair Midgley reviewed election procedures with the Board and opened the floor to nominations.

Board Member Nackowski made a motion that Chair Linda Midgley be re-elected as Board Chair. Chair Midgley accepted the nomination. Board Member Epling seconded the motion. Votes were tallied and the vote was unanimous. Chair Linda Midgley was re-elected as Board Chair.

Board Member Sirrine made a motion that Board Member Jennifer Nackowski be elected Board Vice-Chair. Board Member Nackowski accepted the nomination. Board Member Tripp seconded the motion. Votes were tallied and the vote was unanimous. Board Member Jennifer Nackowski was elected as Board Vice-Chair.

Board Member Van Nosedol made a motion that Secretary Lori Epling be re-elected Board Secretary. Secretary Epling accepted the nomination. Board Member Tripp seconded the motion.

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Votes were tallied and the vote was unanimous. Secretary Lori Epling was re-elected as Board Secretary.

Board Member Nackowski left the meeting early at 5:21 pm.

Library Report:

Director Monroe reported the story time program is going well. Attendance has increased to 9-12 children with parents. Positive feedback has been received and the children are engaged. The STEM program is held twice a month. Attendance is not consistent, but there have been up to 12 in attendance. Average attendance for STEM is around 6 kids per session. Chair Midgley asked if those attending know in advance what is on the schedule. Director Monroe stated that at this time there is no advance notice. Board Member Van Nosedol asked about announcing the program at the school. The electronic sign located outside the library is utilized for announcing. STEM activities have included a Lego maze project with marbles and a marble run with cardboard. The activities have been fun and positive feedback received.

A family game night has been scheduled for the last Monday in February or first Monday in March. Two-three volunteers are needed to supervise games and to assist patrons. The activity will also include story time for smaller children and snack time. The library is also looking to support the solar eclipse appearing in the area on April 8. The library is looking into distributing free glasses which were previously offered during the last solar eclipse.

New Business:

No new business was brought to the attention of the Board.

Next Meeting:

Board Member Epling made a motion that the next meeting be held April 8, 2024, at 5:00 pm. Board Member Sirrine seconded the motion. The vote to hold the next meeting on April 8, 2024, was unanimous.

Adjournment:

Board Member Chair Midgley made a motion to adjourn. The meeting and Zoom virtual meeting adjourned at 5:27 pm.