



Monroe City Library Board Meeting Minutes

April 8, 2024

Monroe City Library | 49 North Main | Monroe, Utah

In attendance:

Council Member Erica Sirrine, Chair Linda Midgley, Vice Chair Jennifer Nackowski, Board Secretary Lori Epling, Board Members Noelle Smith, Dawn Van Nosedol, Cindy Tripp-Kent, and Library Director Shelly Monroe

The meeting was called to order by Chair Midgley at 5:02 pm.

Invocation:

An invocation was given by Board Member Tripp-Kent.

Minutes:

Council Member Sirrine made a motion to approve the minutes of January 8, 2024, as written. Board Member Tripp-Kent seconded the motion. The vote to approve the minutes of January 8, 2024, as written, was unanimous.

Public Meeting Training:

Open and public meeting training is required annually for board members. The training was conducted by Chair Midgley in accordance with state requirements. Training included information regarding minutes, records, and requirements for open and closed meetings.

Strategic Plan:

Director Monroe reviewed the recent changes to the Strategic Plan 2024-2026.

The Strategic Plan and Technology Plan can be combined into one plan. The last page, which is new, contains the Technology Plan. The goal is to include updated technology and objectives, including activities, to reach the goal. The city purchases two computers annually to ensure updated equipment. Sometimes a printer or other large piece of equipment will be substituted for the computers. It is based on library needs.

The Strategic Plan covers three different areas—educational resources, recreational resources, and technology resources. The Technology Plan includes measures or goals regarding the number of uses of technology, number of hotspots, and number of participants. In reviewing last year's

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reported numbers, Vice Chair Nackowski asked if the data was cumulative or new. Director Monroe answered that it was cumulative.

- **Hotspots:** Director Monroe is currently working on adding hotspot availability and evaluating budget concerns. The estimated cost is \$50-\$80 per month. Discussion followed regarding the financial costs and uses of the hotspots. Board Member Tripp-Kent asked about the time participants will be allowed to keep the hotspot. Director Monroe stated it would be a three-week period to be consistent with other check-out time frames. Other libraries vary their check-out times based on several factors. Board Member Van Nosedol inquired about hotspot returns. The hotspot can be turned off if not returned in time, but any policy would need to include a fine and replacement fee if the hotspot is not returned. A clear and detailed policy will need to be developed regarding the hotspots before patrons can check them out.
- **E-readers:** Director Monroe is also looking into e-readers for patrons to check out. The library currently owns two Kindles. Each Kindle costs around \$100. The library preloads several books onto each Kindle before it is checked out. Each e-reader has a particular genre loaded on each one for easy check-out by a patron interested in that genre. They have also been used for large book series such as “The Wheel of Time” to replace CDs, which wear out over time. Council Member Sirrine asked if the Kindles could be used with Libby. Logistics may become problematic to download and utilize it for Libby. The Kindles would be better used by downloading purchased books and then patrons can check them out and read the downloaded books during one checkout timeframe.

Chair Midgley made a motion to adopt the Strategic Plan 2024-2026 as noted. Board Member Smith seconded the motion. The vote to adopt the recent changes to the Strategic Plan 2024-2026 was unanimous.

Library Report:

Director Monroe reported the afterschool STEM program has increased in attendance. Currently, ten children are in attendance per activity. The activities are held on the first and third Thursdays and consist of building activities, coding games, probability games, balloon physics, animal activities, and dinosaur activities, among others. The focus has been to introduce a concept and then have a fun activity that demonstrates or reinforces the concept. Board Member Van Nosedol asked about the average age of the attendees. Students include first to fifth graders with the average around third grade.

Director Monroe attended an early literary training which was sponsored by the Spanish Fork Library. The training focused on story times, sign language, sensory activities, incorporating movement and music, and beginning ukelele training. The training was informative and many of the activities shared can be incorporated in the Monroe Library.

The Summer Reading Program is set to begin in June and continue through July 2024. The theme this year is “Adventure begins at your Library.” It will feature two groups (0-5 years and 6-12 years). The program is held on Thursdays at 10:00 am at the park. The younger group meets

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at the pavilion with the older group gathered on the stage. The district lunch at the park is held at 11:15, so this program leads right into the lunch. No one is discouraged from attending and participating. Library employees Tracy and Anne supervise the younger group with Director Monroe supervising the older group.

The Summer Reading Program also includes individual reading with prizes awarded once a specified number of pages have been read. Participants keep track of their reading on calendars. Board Member Van Nosedol asked about volunteers and if the library had enough for the program. Director Monroe said that a teacher volunteered to help this year with the program and will be placed with the older group. Parents are also great volunteers. The Monroe City Youth Council has helped in the past, but reliability was an issue. The children also help with clean-up.

The Summer Reading Program cost approximately \$600 last year. This year the library will be looking for business sponsors. Council Member Sirrine suggested current board members could contribute prizes as well—candies, dollar toys, etc. could be donated. Board Member Tripp-Kent has a contact that can obtain inexpensive candy—Janice Harold. Director Monroe will contact her to inquire about the candy.

Other library activities include a family game night which is planned for the beginning of next year. National Library Week is April 7-13. The library will be giving out little book bags to be colored as well as candy. Another activity like a “Narnia closet” was suggested by Board Member Smith.

Director Monroe is also conducting a technology inventory as part of recertification. Graphs were shown demonstrating how our library compares to other libraries in the areas of population, visits, budget, and circulation. The graphs included data from July 2022 to June 2023. Council Member Sirrine asked about which communities have libraries similar in size to Monroe. Panguitch and Gunnison are similar in size. The graphs also included data regarding Richfield and Salina libraries. This information can be found online through the state library site. According to Director Monroe, the circulation data is the best gauge of how the library is being used. Council Member Sirrine inquired if use of Libby counts towards our library. It does and Director Monroe stated that Monroe has one of the higher uses of Libby throughout the state.

Book Sale | July 24, 2024:

Setup for the annual July 24 Book Sale will be July 23 at 8:00 am. Clean-up will be Friday, July 26, at 8:00 am. Clean-up was moved so it does not interfere with the Thursday Summer Reading Program. Most books remaining after the sale will be donated to area thrift stores. Volunteers will be needed. Council Member Van Nosedol shared how some older books could be used as a knife holder. Council Member Sirrine shared how initials could be cut out of older books as an additional fundraiser for the library. Vice Chair Nackowski will check with her daughter as she has one of the initials and may know of a contact that could be used.

New Business:

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

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Next Meeting:

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

Adjournment:

Council Member Sirrine made a motion to adjourn. The meeting adjourned at 5:40 pm.