

Provo City Library Board of Directors

Meeting Minutes

Thursday, July 10th

4:00 p.m.

IN ATTENDANCE

LIBRARY BOARD

Jen Bruton (Chair)
Megen Pectol
Cindy Gagon
Ally Condie

MUNICIPAL COUNCIL MEMBERS

Rachel Whipple

LIBRARY STAFF

Carla Gordon (Director)
Lisa Hill
Breanne Gilroy
Erika Hill
Joella Bagshaw
Ann-Marie Marchant

ABSENT

Jenny Spadafora
Alyssa Hansen

GUESTS

None

Meeting began at 4:05 p.m. in the Library Board Room.

I. Welcome – Jen Bruton

- A. Approval of Minutes – Ally Condie motions to approve the June minutes, Megen Pectol seconded the motion. The minutes were approved by unanimous vote.
- B. Board Member's Reports –
 - 1. Cindy has been studying up on state codes. What the motivation is behind resistance. Reasoning comes from different sides. Having compassion and a better understanding of each side. State Library's job is to support procedures. There is no way to go wrong with programs at the Library, it is a viable place for people to be.
 - 2. Megen was posed the question about how much it costs to go to the library. The community needs to be reached and educated about it being a free service. There is a missed opportunity if not being used. Bring your kids.
 - 3. Rachel read up on Idaho House Bill 710.

II. Library Director's Report

- A. Calendar Items for Board – See attached Director's Report
 - 1. Freedom Festival - New Attic exhibit has wonderful pieces.

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2. July 23rd is next Board meeting combined with City Council - City Hall at 5:30pm.
3. August 13th is the Truth in Taxation Hearing - City Hall at 6pm.
4. September 11th is next Library Board meeting.
- B. Library Updates - See attached report
 1. Chiller is in the mail. A few workers on site prepping for delivery. Water being turned off. Working out permits to crane in new system.
 2. Gutter bit still needs heat tape added. Working with Travis to get it completed by fall.
 3. Parking lot resurface is peeling and cratered but it is under warranty. Met with representatives and facilities, acknowledged the error and getting their team in to analyze and fix. Company likes working for Provo and want to keep in good standing. Will be receiving owner's manual to help maintain. Should last 10 years.
 4. Grants – continued work with ULEN grant. Got UPS machine installed and running. Van has WIFI. The parking lot has a better WIFI reach. Received Provo Arts Council Grant for Monday night performances. Received LSTA grant for Library of Things.
 5. Mundi group piano lessons are at risk. Mundi project is committed to the Library and the support it provides. Working on a benefit concert to raise funds to keep this program at the Library. State Library is also invested in this cause and may have funds to assist. Do not feel like a competition with MyHometown, reaching a different neighborhood.
 6. Budget –
 - a. Finishing out FY24 - saved minimum \$250,000.
 - b. Starting FY25 - discussing various options if funds are not received. Want a balanced budget. Cutting some services, books, and programs is \$150,000 but will still need more. That is achieved by cutting staff which will reflect in what hours the Library remains open. 10% staff translates to 10% in hours.
 - (a) An option to close 1 hour earlier each day with a 4-5 hour Saturday. Room rentals may extend past those hours. Programming would be affected. Simultaneous programs would be difficult to sustain.
 - (b) An option to consider is making the Attic a rentable space. Has a small kitchen and restroom. Could bring in \$20,000-30,000/year as an alternative to the ballroom. Interactive exhibits would be more

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difficult during same times. A new programming option to rent a wall for individual exhibits (21 walls) for exposure. The Covey Center takes commission on art sales. No concerns about renting out the space.

7. Megen mentioned the option of Venmo and bringing back the Friends of the Library group. Are past Library board members interested to revive, that also have the bandwidth to help. Currently working with the Provo Foundation to do more fundraising through them with a Library specific account.
8. Met with State Library. Confirmed that Provo Library is the right size with proportions of programs and services and not being wasteful. They have 30-45 minutes assigned to the next combined meeting to talk about the certification process, why it exists, expectations of a modern library, why Provo does not qualify to certify, budget comparisons and why they are difficult.
9. State Library benchmarks – aim for at least the 70th percentile. Provo Library ranks middle to high end consistently.
10. Radon detector are now available. All currently checked out.
11. Tween Academy tickets are free. **Programs based on books/trademarks cannot charge to attend.**
12. City Council members tour the Library on July 11th.

III. Action Items

- A. Jenny Spadafora is the new Library Board Chair. Cindy Gagon motioned to nominate Alyssa Hansen as the Library Board Vice Chair for the fiscal year 25. Megen Pectol seconded the motion. Alyssa Hansen was approved by unanimous vote as the new Library Board Vice Chair for the fiscal year 25.

IV. Discussion Items

- A. Training – Provided in binder, will review annually. Libraries: An American Value. Covered responsibilities as a public official. Big on free access.
- B. Self-Evaluation – Digital copy to follow. Gathering better overall feedback, specific needs, weak points. Formulate a plan to incorporate feedback. Deadline 1 week.

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- C. Meeting Room Use Policy – 8.6 update 24 hours to 1 business day. 28 review solicit to be included in 26. Pass “offensive language” through legal department. Changes to be made for a second revision. Review for a few months before becoming an action item.
- D. Cindy Gagon motioned to adjourn the meeting, Ally Condie seconded the motion. Meeting adjourned by unanimous decision.

Next Meeting:

- Tuesday, July 23, 2024 at 5:30 p.m.