LOGAN LIBRARY
REGULAR BOARD MEETING MINUTES
MONDAY, 21 OCTOBER 2024
5:30 PM

(Recordings of library board meetings are public record and can be found at https://www.utah.gov/pmn/index.html)

MEMBERS PRESENT: John Zsiray, David Welch, Chelsea Bitner, Frank Stewart, Annie Waddoups

MEMBERS EXCUSED:

MEMBERS ABSENT: Ernesto López

LIBRARY STAFF: Karen Clark, Joseph Anderson, Morgan Capitan, Natalie Gregory

VISITORS: Amy Anderson (City Council), Jordan Zappitello (Friends of the Library), Mohamed Abdullahi (Logan City)

BUSINESS:

- The meeting was conducted by John; roll call was conducted by Morgan; the minutes for September were reviewed and approved.
- Natalie Gregory addressed the Board formally to ask the Board to be proactive in the upcoming months in helping the Library to carve out place in the budget to hire additional staff in the next fiscal year. Budget proposals are usually due in February/March, which is very early in a potetial new director's leadership. She suggested some places to look to for statistical information to help justify the hiring of additional employees. The Board thanked her for her input and confirmed that Joseph can be contact point between staff and the Board with regards to this issue.
- Mohamed asked the Board to wait to ratify the Bylaws, in light of the upcoming process of hiring a new director. It has been an unofficial policy to include the Mayor in the hiring process for library directors in the past; however, state law does not require it. The City is looking to create a hiring committee consisting of the Mayor, some City Council members and some Board Members to evaluate and interview applicants and make hiring recommendations to the Board, and recommends adding that process to the Board Bylaws. He also suggests including reference to the City's HR grievance policy, and having the Mayor appoint an Interim Director, rather than the Board in the case of the Director's long term absence or illness. He will make some edits and suggestions and send the policy back to the board for approval. The Board tabled the discussion to the next meeting.
- Karen reviewed the statistical report, noting the spike in circulation coinciding with an event featuring author Tyler Whitesides, and the Board discussed the effect of the recent change in holds policy on the statistics.
- Karen reported on the budget and grants. City Council approved the Lender Support Grant for interlibrary loan service at their last meeting. The terms of the CLEF grant are changing this year, and the Board asked for further detail on those changes. Karen and Joseph have been reviewing the budget, so Joseph is prepared to fill in as Interim Director.
- In the building, stair treads have been installed, and the air conditioning is still being worked on. Frank asked if the air conditioning was close to being finished, and Karen said it was. Some broken chairs from various locations in the building will be replaced under their warranty.
- All open staff positions have been filled. John asked how many full- and part-time employees work at

the library to include the information in the job description for the new director position.

- Amy reported for City Council. She commended the Library for the impact they've had with unhoused people who use the library, and that these people would be more visible as the weather gets colder. She suggested training staff on working with this population to balance being welcoming with enforcing policies, and the Board discussed resources the library can utilize to serve this population.
- Jordan reported for the Friends of the Library. They have raised $4510 just through the new website launched in August, which has helped fund events and the upcoming train display. The current treasurer resigned on 15 October, and they are now looking for someone to fill in that role. Amy asked about the time commitment involved and if they have a job description that can be shared, and Jordan said that they were talking about it.
- Karen reported that there were no suggested changes from the legal department to the Posted and Distributed Materials Policy. Chelsea motioned to approve the policy. It was voted upon and approved.
- The Board discussed the proposed changes to the Community Collaboration Policy, which were primarily minor formatting and grammatical changes. David motioned to approve the policy. It was voted upon and approved.
- The Board reported on feedback they have received from the community. John and Annie reported good conversations and praise for the library from people at outreach events they each attended. David had a work colleague wish Karen well in her retirement.
- Joseph and John have been discussing intellectual freedom and the rise in book challenges around the country, and Joseph has a presentation about these topics that he has given to staff that he could give to the Board as a future training. This could be good ahead of the state legislative session in 2025. Frank has seen this from a school perspective in his position with the Logan City School Board and would be interested in the public library perspective. Annie asked if it were possible for the legislature to implement similar bright line rules to the school libraries for the public libraries in the state and suggested hosting newly elected leaders after the upcoming election. Amy asked if the State Library or ULA does policy tracking and suggested the Board subscribe to any lists that might exist for that.
- The Board reviewed members' existing appointments and roles, and Annie volunteered to take on the Strategic Planning and Board Policies role. Karen will follow up with another person who may be interested in filing the remaining Board vacancy.
- The Board discussed the current draft of the Public Services Policy. Karen explained some of the changes that have been made, and that she is still working with staff on defining the Temporary Limited Access Card. The Board asked for clarification on the library's emergency plans, and whether the section about library tours could be part of the FAQ on the website, rather than a policy. The policy will be workshopped and discussed at the next meeting.
- The Interlibrary Loan Policy is being edited by the ILL librarian, and will be presented for discussion at the next meeting.
- John shared the job description from the last time a library director was hired and asked the Board to look it over and make edits and suggestions. The goal is to get the open position listed as soon as possible to get the hiring process started sooner rather than later. John has been having discussions with the Mayor and HR director about what the hiring committee will look like, and Karen recommended doing two rounds of interviews and reaching out to the State Library for other resouces. The Board also discussed preferred qulifications regarding education and experience. John asked for suggestions and edits via email within a week.
- The November Board meeting was resecheduled to Thursday, November 21 at 5:30 PM to accommodate Board member and Library staff schedules.

- David motioned to adjourn the meeting. It was voted upon and approved. The public meeting adjourned at 7:00 PM.