LOGAN LIBRARY
REGULAR BOARD MEETING MINUTES
MONDAY, 21 NOVEMBER 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, Annie Waddoups, Ernesto López - City Council

MEMBERS EXCUSED: Frank Stewart

MEMBERS ABSENT:

LIBRARY STAFF: Joseph Anderson, Morgan Capitan, Laura Nelson, Natalie Gregory, Moni Edwards, Jenny Astel

VISITORS: Mayor Holly Daines, Frank Ascione (Friends of the Library), Joseph Kozlowski, Jack Greene

BUSINESS:

- The meeting was conducted by John; roll call was conducted by Morgan; the minutes for October were reviewed and approved.
- Joseph "Joey" Koslowski addressed the board. He partnered with Bridgerland Audubon Society and the Utah Division of Outdoor Recreation to fund the purchase of birding and disc golf kits for the Edith Bowen Lab School at Utah State University, and has arranged to donate 5 kits to Logan Library for public use.
- Laura addressed the Board with other staff members to request that the library Board allow the staff to have input in the hiring process for the new library director, either by including a staff member on the hiring committee or at least with conversations throughout the hiring process. The Board thanked the staff for their input and said they would take that into consideration.
- Joseph reviewed the statistical report. The Board discussed the changes in the way the meeting room usage is tracked and reported, and suggested tracking utilization as a percentage of time used versus the Library's operating hours.
- Joseph reported that the CLEF grant final report has been submitted, and he is working to finalize the LSTA grant.
- Joseph reported that the budget is 29% utilized, and the library is 38% through the fiscal year. He asked the Board how much detail they would like to see in the monthly budget reports going forward, and the Board expressed interest in line item percentages. Chelsea asked when budget proposals for the next fiscal year are due, and Mayor Daines outlined the typical schedule.
- Joseph is keeping a list of smaller issues that need to be fixed in the building, but overall it is doing fine. Mayor Daines reported that the HVAC issues are ongoing which is frustrating for the city and the general contractor. Some other small equipment repairs are in progress, and the terraces are closed for the season.
- Joseph reported that the Library is temporarily down by two full time employees, and the schedule has been adjusted as a result. The children's desk will not be staffed except during peak hours, the Library will not be able to run as many programs as they would like, and HR has approved extra hours for full and part time staff as a temporary measure. Some staff recently attended a book mending seminar.

- Ernesto reported on the annual audit financial statement, which City Council recently completed, the reintroduction of the Logan City Youth Council, and plans to build a receiving center for Bear River Mental Health. The Board asked clarifying questions about the receiving center.
- Frank Ascione reported on last month's author event hosted by the Friends of the Library. The event was well attended, and a video recording will be added to the Friends' website. They are looking for volunteers to serve as Treasurer, Vice President, and Secretary. The train display will be set up after Thanksgiving.
- Joseph and John had previously discussed and wanted to check in with the board about slowing down the pace of policy updates, so there is more time to review and discuss changes that may need to be made. Chelsea asked if the fast pace of policy discussions had to do with changes to respond to the new building. Joseph wasn't sure if that was the reason Karen had been presenting them at that pace. Annie volunteered to be more involved with it, since she previously volunteered to role.
- The Board shared feedback they have received from the community. Much of the recent feedback has been positive.
- John asked if there are any changes or adjustments that need to be made to the Board appointments. No changes were suggested for the present. John shared an application to the board that he had received. He and Joseph will reach out to that individual.
- John suggested that future policy revisions be formatted in a way that shows the edits made. Others agreed.
- Since library staff have reached out on more than one occasion about the hiring committee and what that will look like, John wanted to talk in more detail about that. The Board discussed a number of ways to include staff input in the current hiring process for Library Director without having staff members on the hiring committee.
- The Board discussed the proposed changes to the Board Bylaws from both retired Director Karen Clark's draft and Assistant City Attourney Mohamed Abdullahi's draft, including changes to the process of selecting a new Library director, meeting attendance requirements, and offering virtual meeting participation by request rather than every meeting.
- Joseph suggested that the Board take more formal votes in future decisions to clarify which things are discussed and which are formally decided, and Annie suggested adding language to include that in the bylaws.
- David motioned to change Article 6 Section 2 of the bylaws to include "the regular meeting shall be held at the Logan Library 285 N Main, Logan, UT 84321. The specific room shall be listed in the public notice or at such other places as the Board may specify." It was voted upon and approved.
- Cheslea motioned to amend Article 4 Section 1 to "The Hiring Committee shall consist of the Logan City Mayor, Director of Human Resources, a minimum two board members, and one City Council Member." It was voted upon and approved.
- Annie motioned to use the language from Karen's edit Article 6 section 3 of the bylaws in the final version. It was voted upon and approved. Annie volunteered to go through both versions of the bylaws and do a line by line comparison with the changes voted upon.
- After some discussion about the timeline of moving the changes to the bylaws through City Council, the Board decided not to push the changes voted upon through. David motioned to include the Mayor HR director, one City Council member and a minimum of two board members on the hiring committee in the current hiring process. It was voted upon and approved. The final decision in the bylaws will be an action item at the next meeting.
- The Board discussed the most recent draft of the Public Services Policy. Joseph has Karen's notes, but has not had the chance to go over them yet. Annie motioned that the discussion be tabled to another

meeting to give Joseph time to review the policy. It was voted upon and approved.

- John introduced a discussion about Board meeting packets getting printed and mailed out, and whether to continue printing packets. Chelsea motioned that the secretary provide a few printed copies of the packet at the meeting the day of, one packet pinned to the library bulletin board and referenced in the Board meeting announcements. It was voted upon and approved. David motioned to eliminate mailings of Board meeting packets prior to the meetings beginning in January. December's packet will include a notice on bright yellow paper inviting interested parties to subscribe to the email list and where to find the digital packets going forward. Agendas shall include information about where to find and print packet materials. It was voted upon and approved.
- The Board discussed the meeting schedule for the coming year. Joseph suggested for those months where the third Monday of the month falls on a city holiday, that Board meeting defaults to the fourth Monday of the month. The Board agreed. David motioned to accept that schedule for Board meetings in 2025. It was voted upon and approved.
- David motioned to adjourn the meeting. It was voted upon and approved. The public meeting adjourned at 7:40 PM.