

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, November 19, 2024, 7:00pm

Members Present:

Ian Harding, Vice Chair

Dave Jeffries, City Council Rep.

Joe Dutson

Stacy Jardine

Barbara Poelman

Elizabeth Schow, Library Dir.

Liz Martinez, Admin. Asst.

Members Excused:

Fred Perkins, Chair (via Zoom)

De Ann Lester

CC:

Mayor DJ Bott

Derek Oyler

Opening of Meeting:

Ian Harding called the meeting to order.

Review/Approval of Minutes:

Board members reviewed the October 15, 2024, Library Board Meeting Minutes.

Barbara Poelman motioned to approve the minutes of the Board Meeting of Tuesday, October 15, 2024. Joe Dutson seconded the motion. All were in favor. Motion passed.

Review/Approval of Vouchers:

Board members reviewed the Vouchers Statement for October 2024.

Stacy Jardine noted the purchase of tourniquets from the office supplies expenditure line and asked what prompted this purchase. Elizabeth Schow stated that staff recently participated in Brigham City's annual active shooter training. During that training, it was recommended to have tourniquets available in case of emergency. These tourniquets will be placed in different locations in the library. Barbara Poelman asked if directions would be included with each tourniquet. Elizabeth will investigate if these items came with instructions. Ian Harding recommended that Elizabeth give staff the opportunity to train in the use of tourniquets, so they are comfortable and familiar with them. Elizabeth agreed, stating that this was a good idea.

Joe Dutson motioned to approve the Vouchers Statement for October 2024. Barbara Poelman seconded the motion. All were in favor. Motion passed.

Literacy Report:

No formal report was provided, but Elizabeth Schow provided a brief update. All three English classes, as well as the offsite class at Steve and Sons, are continuing to meet twice a week. Linda Ashcraft is continuing to offer phonics help to a few teenage readers. Many participants in the Literacy programs have expressed their gratitude for the teachers and volunteers.

Unfinished Business:

Grant Updates

This item will be removed until updates are available.

New Business:

Policy Spotlight

Elizabeth Schow briefly summarized the first page of the Internet and Online Access Policy which introduces the purpose of the policy and lists its first three rules. The first rule states that the library provides unencrypted internet access. The second rule lists prohibited types of access. The third rule indicates that parents are responsible for monitoring and setting guidelines for the internet use of minors. Library staff do not make or enforce restrictions for minors.

Strategic Plan Update

Elizabeth Schow stated November's meeting is scheduled for the review of the strategic plan. Elizabeth highlighted progress made during 2024. Staff have made significant progress toward the creation of the Clerk III job progression and have added a Page III job progression as well. Although these progressions are not yet complete, Elizabeth hopes they will be approved by the end of the calendar year. Any potential job progression will be included in budget considerations, then, when achieved, will be submitted for approval to the Mayor's Office. This should create easier and clearer opportunities for supervisors and for staff.

Part-time staff have been given more responsibility during 2024. Supervisors have been tracking and trying to more effectively use extra hours for part-time staff. One clerk cross-trained in Literacy's Stay-on-Track program this summer. Clerks, pages, and volunteers have helped with multiple marketing events in recent months.

Staff did have recent success in expanding programming with the Gothic Escape Room.

Progress has been made toward renovating the restrooms, but staff are still waiting for completed plans and bidding processes before announcing any more. Elizabeth anticipates that this project will cross over the budget year.

The solution for enhancing copying and printing services has been implemented, although staff are still working out the kinks in the product with the manufacturer.

Regarding the use of the Library Letter mentioned in the Marketing portion of the Strategic Plan, this will not be feasible in its current iteration. The company that provides this service, BookSite, will be going out of business at the end of the calendar year. Staff will evaluate potential replacements for this service and may put more effort into other marketing channels in the meantime.

In reaching out to community contacts, Elizabeth admitted that staff could have done better this year. However, Nannette Bauer did send some information to Brigham City schools regarding non-resident student cards that the Library offers free of charge.

In promoting online resources, Elizabeth expressed that staff could do better in tracking their work toward completing the listed goals. In 2024, staff highlighted online resources to the Library Board but could do better in tracking the effectiveness of attempts to increase public awareness of online resources.

Ian Harding asked if there were any items listed in the Strategic Plan that Elizabeth would feel are obsolete or no longer needed. Elizabeth mentioned that some of the completion dates attached to individual goals may have been overly optimistic. Board members and Elizabeth both expressed their willingness to continue to monitor the need for changes as a monthly spotlight of the Strategic Plan continues in future board meetings.

Dave Jeffries asked if Elizabeth would consider working with the Brigham City Recreation department, as they have hundreds of young people come through their sports programs every year. Elizabeth said that staff have mentioned working with Recreation, but within the year 2024 have not had time to reach out and form this cooperative connection. Some cross-marketing has been posted between departments, but not to the extent staff would like. Elizabeth agreed that staff should make this cooperative connection a priority and she will talk to staff about implementing this idea.

Ian Harding asked if staff are assigned liaisons to various community groups. Elizabeth stated that no single staff member is assigned to this task currently, but that in future, staff may be assigned specific groups or schools to liaise with.

Marketing and Publicity Spotlight

Elizabeth Schow highlighted Libby, specifically the Beehive Library Consortium's magazine collection. She encouraged members to spread the word that sometimes the most popular titles on Libby are also available on the Library's shelves without the long hold lines.

Stacy Jardine noted that many potential users she speaks with simply don't know what to read through Libby. Elizabeth stated that library staff help with readers' advisory questions for physical and digital materials. Staff are always willing to help, no matter the platform.

Elizabeth then asked members if they would be willing to participate in a Facebook post about the Library Board. This would include having member photographs taken and displayed on Facebook. Members declined but suggested finding some other way to feature the Board.

Library Programming Update

Elizabeth Schow reported on the recent Storytime schedule change. This change has allowed more space for the ELL classes on Thursday mornings and has been well received by Storytime attendees so far.

Elizabeth also reported that the two remaining Book Festival events that weren't reported during the last meeting went very well.

The Gothic Escape Room ran in selected time slots from October 16th to October 31st. 124 participants attended this program.

Events centered around National Novel Writing Month are scheduled until the beginning of December and have been going well.

Other Items

Ian Harding asked how the Library Board can further help and support the Library. Elizabeth Schow stated her appreciation of the marketing spotlight and the opportunity to highlight library services to the Board. Elizabeth encouraged Board Members to speak with people in the community and see if there is a way to bring up the library and to promote it through word of mouth.

Distribution:

Marketing and Publicity Packet

Daily Deposit Report: October 2024

Revenues and Expenditures: October 31, 2024

Facilities Maintenance Report: July 2024

Circulation Statistics Report: October 2023 – October 2024

Collections and Overdue Items Statistics: July 2024 – November 2024

Staff Meeting Minutes: October 24, 2024

Library Leadership Meeting Minutes: October 25, 2024

Announcements:

The next Board Meeting will be held on Tuesday, January 21st, 2025, at 7:00pm.

Adjournment:

Barbara Poelman motioned to adjourn the meeting. Joe Dutson seconded the motion. All were in favor. The meeting adjourned at 7:51pm.

Distributed 1/31/2025