LOGAN CITY UNITED IN SERVICE

LOGAN LIBRARY

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REGULAR BOARD MEETING MINUTES
MONDAY, 27 JANUARY 2025
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, Chelsea Bitner, Frank Stewart, Annie Waddoups, Christopher Scheer, Amy Anderson - City Council

MEMBERS EXCUSED:

MEMBERS ABSENT: David Welch

LIBRARY STAFF: Joseph Anderson, Morgan Capitan, Debbie Ogilvie

VISITORS: Ernesto López (City Council), Mohamed Abdullahi (Logan City)

BUSINESS:

- The meeting was conducted by John; roll call was conducted by Morgan; the minutes for December were reviewed and approved.
- The Board members introduced themselves and welcomed Christopher.
- Mohamed trained the Board on the Open and Public Meetings Act, its requirements, and updates to the Act since the last training. It was suggested that the full meeting schedule for 2025 be added as a separate document to the February packet of Board meeting materials to comply with the Act's requirements notify of the regular schedule of meetings annually.
- Joseph reported on the statistical report, noting the change in the meeting room usage documentation requested at the previous meeting. Annie aksed if there had been enough time to assess the effectiveness of the changes to Hoopla made January 1. Joseph responded that yes, the Library had spent less on Hoopla this month so far, and that the Library has received a number of comments about people's disappointment and frustration in the reduction of service. The management team has decided to reduce the number of checkouts per person from 5 to 2 to help more people have the opportunity to check something out before the daily spending cap is reached. The Board discussed other possible solutions for the future, such as Hoopla Flex, and the differnces between Hoopla and other digital services offered by the Library.
- Joseph reported on the grants in progress. The final report for the LSTA grant is being compiled, and the application for the CLEF grant has been submitted.
- Joseph reported that the budget is 42% utilized, and the Library is 56% through the fiscal year. After meeting with the Facilities manager, Joseph learned there are two separate budgets for building maintenance. One has been exhausted, so future maintenance will be paid from the other. The electronic resources budget has also been fully utilized, and money from another budget category will me moved to cover the remainder of the fiscal year. The Library is waiting to hear about the new director, so the management team can make budget recommendations for the coming fiscal year.

- Issues continue to arise here and there in the building. The leak in the teen area has been fixed, and the Facilities manager is working with the company to replace the damaged ceiling tile. There is evidence of leaks in three other places that will be investigated. The elevators continue to have problems, as do AV systems in the community rooms and conference rooms. There have also been some issues with the blinds, but so far they have worked themselves out. John asked at what point the City's legal team could step in to address some of those issues with the contractors, and Amy said she would find out.
- Joseph reiterated the recommendation to the new director and the City for the coming fiscal year to hire additional staff members. John said if the need is there, and the money is there, the Library should go ahead with it. Joseph said that the City Finance Director has pushed back on that idea, recommending instead that the additional funding allocated by City Council last year be used toward paying off the construction loans for the new building. Amy suggested pointing to the City Council meeting minutes where the funding was granted, as it was intended for enhanced services to patrons, and that that could include hiring more staff if needed. The Board discussed the effectiveness of more part time staff versus more full time staff, the possibility of a City wide freeze on creating new positions, and that the Library has the Board's support in hiring needed positions to expand Library services.. Amy recommended checking with Ambrie about adding additional staff despite the City in general having a freeze on adding new positions to any departments. The Board recommended that that is the best use of the time we have leading up to the new budget year and the funds allocated to the library.
- Ernesto and Amy reported for City Council. There is a survey on the website, and the Council is hoping to get people to participate and provide input on the General Plan. John asked if the Library could help get the word out on that, and Amy said she would ask City Recorder Teresa Harris to get that information to the Library to share. Ernesto reported that they ultimately denied the power sales contract discussed last month. Ernesto also mentioned talking to the Logan City School District Superintendent about what they can or cannot do if ICE approaches people at schools and recommended the library have conversations about how to handle potentially encountering these as well. Joseph said he would reach out to the State Librarian and possibly ALA to see if there is any existing guidance.
- Joseph updated the Board on the Friends of the Library. The Friends felt the December train display was successful, and the Board discussed how it impacted the workflow for staff. There are possible solutions for some of the issues that arose, and Friends President Frank Ascione is trying out some changes for next year. At the meeting this month, they filled some vacant positions on the Friends Board. Robert Brunn has been appointed as Vice President, and Stephen Taylor has been appointed as Treasurer.
- The board discussed community feedback that they have received, most of which was about the changes to Hoopla discussed earlier. Chelsea asked about how the January holidays went with the bookdrops remaining open during the library closures. Joseph said it was fine and recommended a full year trial period, as some holiday closures are longer, depending on the day of the week the holidays fall on. The Board recommended trying it again with the February holiday.
- John has been in contact with Rachel from the State Library, who emailed him some resources for library boards, and he introduced a plan to send those out via email in advance and discuss them at future Board meetings.
- John brought up the Public Services Policy, which has been on the agenda for the past few meetings. Since public services are such an essential part of Library operations, he suggested tabling the policy until a new director is in place as a good first policy for them to tackle. Annie motioned to table the discussion until after a new director is hired and onboarded. It was voted upon and approved.

- John shared the existing board assignments with Christopher, and asked if he'd be interested in the open role focused on cultural diversity. Christopher agreed to take the role.
- John updated the Board on the hiring process for the new director. An offer was made, and there has been some back and forth between the candidate and the City about the compensation and benefits, as well as slowed communication due to the timing of holidays and previously scheduled time off. Amy suggested that housing costs are likely a contributing factor. As of now the offer hasn't yet been accepted, but they're hoping for more information soon.
- The Board discussed their takeaways from the meeting and how they can communicate with the community about the Library.
- Frank motioned to adjourn the meeting. It was voted upon and approved. The public meeting adjourned at 7:15 PM.