

Approved Minutes of the Brigham City Library Board Meeting

Thursday, January 30, 2025, 7:00pm

Members Present:

Fred Perkins, Chair

Joe Dutson

Elizabeth Schow, Library Dir.

Ian Harding, Vice Chair

De Ann Lester

Liz Martinez, Admin. Asst.

Members Excused:

David Hipp, City Council Rep.

Stacy Jardine

Barbara Poelman

CC:

Mayor DJ Bott & Derek Oyler

Opening of Meeting:

Fred Perkins called the meeting to order.

New Board Member:

This item was moved to the agenda for the following meeting.

Review/Approval of Minutes:

Board members reviewed the November 19, 2024, Library Board Meeting Minutes.

Joe Dutson motioned to approve the minutes of the Board Meeting of Tuesday, November 19, 2024. De Ann Lester seconded the motion. All were in favor. Motion passed.

Review/Approval of Vouchers:

Board members reviewed the Vouchers Statements for November 2024 and December 2024.

Joe Dutson asked about the charge for computer replacements, asking which computers had been replaced. Elizabeth Schow stated that the computers that were replaced were a mix of staff and patron machines. The six main-floor patron internet machines were replaced. All computers are currently, or will be for catalog-only machines, changed out on a rotating cycle by Brigham City's IT Department.

Ian Harding asked about the Facilities Maintenance charges and their variation from month to month. Elizabeth stated that these charges reflect work completed in the building. That work does vary from month to month and is either requested by Library staff or planned by the Facilities staff.

Fred Perkins noted the purchase of many large print titles. He asked how popular the large print collection is. Elizabeth Schow stated that the large print section is not the highest circulating collection in the library, but the collection does receive good use and seems to be very appreciated by the community members who use it. Elizabeth also mentioned that large print users can use Libby's eBook options to increase the size of print in their online checkouts as well.

Elizabeth Schow also pointed out the purchase of "emergency" items. These items were purchased after the 2024 Active Shooter Training provided by the City.

De Ann Lester motioned to approve the Vouchers Statements for November 2024 and December 2024. Joe Dutson seconded the motion. All were in favor. Motion passed.

Literacy Report:

Literacy classes have been going very well. Between twelve and sixteen students meet for ELL classes at the Library, with six more participants who meet for ELL classes at Steve and Sons. All ELL classes are held twice each week. Fred Perkins asked if any other businesses are aware of the classes at Steve and Sons or have reached out to ask about ELL classes at their own facilities. Elizabeth Schow stated that Literacy has not widely advertised the off-site classes. Teachers and hours for the program are limited and staff don't want to overextend their resources. Fred also asked if ELL opportunities are available elsewhere in Brigham City. Elizabeth stated that Sunrise High offers ELL classes, but only in the evenings.

Linda Ashcraft has also been tutoring three elementary students and a teenage student in reading. In March, she will be busy recruiting volunteers for the Summer Stay-on-Track program. Stay-on-Track helps young readers, 1st to 3rd grade, maintain the reading progress they've achieved over the previous school year. Each volunteer conducts thirty-minute sessions twice each week with students recommended for the program. Volunteers need to be registered by April and will receive training for the program in May.

Unfinished Business:

Appeals and Requests for Reinstatement of Privilege Policy

Elizabeth Schow explained that this policy would govern any restriction of privilege for any infraction on any Library policy. Board Members commended staff for their work on this policy and for making this process well-defined.

De Ann Lester asked for clarification regarding the authority in charge of any appeal or reinstatement decisions. Elizabeth Schow explained that the City Administrator, or his designee, has been named as this authority. The City Administrator will review any patron appeals or requests, and the Library Director will provide documentation and recommendations from staff. This new process will also remove discussions regarding patron specific appeals and reinstatement of privilege requests from a public meeting setting.

Fred Perkins called for a motion to approve the Appeals and Requests for Reinstatement of Privilege Policy as written. Ian Harding so motioned. De Ann Lester seconded the motion. All were in favor. Motion passed.

New Business:

Public Restroom Renovations – Review of Bids and Selection of Bid

Elizabeth Schow discussed the plans for the upcoming restroom renovation, answering Board Members' questions regarding details of the renovations as they arose. Board Members reviewed the bids submitted and reviewed the City's recommended bid.

Ian Harding motioned to approve the City-recommended bid submitted by Landmark Companies, Inc. Joe Dutson seconded the motion. All were in favor. Motion passed.

Meeting Schedule for June 2025

Elizabeth Schow will not be available on the 3rd Tuesday in June. She suggested that the Library Board Meeting move to the 2nd Tuesday of June instead. All Board Members present agreed with this suggestion.

Library Programming Update

Elizabeth Schow highlighted the "Stuffy Sleepover" Storytime that took place at 6:00pm on January 30, 2025, just before this meeting. Any stuffed animals left behind after the event get to spend the night at the Library before

being picked up by their owners the following morning. Kami Leishman will be posting pictures of stuffed animals and their hijinks around the Library on Facebook.

Kami Leishman will be scheduling a monthly evening Storytime, most likely on the final Thursday of every month, to expand the Storytime program to families who may not be able to attend during the existing sessions.

There was a great turnout for the National Novel Writing Month programs and activities in November, the Open Mic night in December, and the Polar Express Party on the second Saturday in December. The Adult Book Group has been well attended, and copies of these titles are in high demand. Upcoming programs include Manga Night and Writing Group events.

[Marketing and Publicity Spotlight](#)

Elizabeth Schow asked Board Members to let community members know about the monthly evening Storytime sessions. There will be a take-home craft, literacy tips for parents, flannel board activities, and songs. Members can refer interested parties to the library website.

[Policy Spotlight](#)

Due to lack of time, this item was moved to the agenda for the following meeting.

[Strategic Plan Spotlight](#)

Due to lack of time, this item was moved to the agenda for the following meeting.

[Other Items](#)

None discussed.

[Distribution:](#)

Marketing and Publicity Packet

Daily Deposit Report: November 2024 and December 2024

Revenues and Expenditures: November 30, 2024, and December 31, 2024

Facilities Maintenance Report: July - October 2024

Circulation Statistics Report: November 2023 – November 2024 and December 2023 – December 2024

Collections and Overdue Items Statistics: July 2024 – January 2025

2024 Utah Humanities Grant Report Documentation

2024 Annual Public Library Survey Documentation

Staff Meeting Minutes: December 11, 2024

Library Leadership Meeting Minutes: December 2, 2024

[Announcements:](#)

The next Board Meeting will be held on Tuesday, February 18th, 2025, at 7:00pm.

[Adjournment:](#)

Joe Dutson motioned to adjourn the meeting. De Ann Lester seconded the motion. All were in favor. The meeting adjourned at 7:59pm.

Distributed 2/18/2025