

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, March 18, 2025, 7:00pm

Members Present:

Fred Perkins, Chair

Joe Dutson

Barbara Poelman

Ian Harding, Vice Chair

Stacy Jardine

Elizabeth Schow, Library Dir.

David Hipp, City Council Rep.

De Ann Lester

Liz Martinez, Admin. Asst.

CC:

Mayor DJ Bott & Derek Oyler

Opening of Meeting:

Fred Perkins called the meeting to order.

New Board Member:

Members warmly welcomed David Hipp as the new Brigham City Council Representative to the Library Board.

Review/Approval of Minutes:

Board members reviewed the February 18, 2025, Library Board Meeting Minutes. A grammatical error was noted and corrected.

Barbara Poelman motioned to approve the corrected minutes of the Library Board Meeting of Tuesday, February 18, 2025. De Ann Lester seconded the motion. All were in favor. Motion passed.

Review/Approval of Vouchers:

Board members reviewed the Vouchers Statement for February 2025.

De Ann Lester asked for further information regarding a charge on the “Office Supplies – Postage” expenditure line in which an item was mailed to a patron. Liz Martinez explained the charge. The patron had returned a ruined item that the Library could no longer circulate, which staff offered to the patron once the item has been paid for. This patron paid for the ruined item over the phone. However, the Library also owed this patron for a different item that they had lost, paid for, and subsequently returned in good condition. At the patron’s request, the credit from the returned item found in good condition was used to purchase postage for the ruined item which was sent via mail to their address.

Stacy Jardine asked for clarification regarding the multiple “Copy Fees” charges from different companies on the “Office Supplies” expenditure line. Elizabeth Schow explained that the Library is invoiced every month by Canon based on the number and type of copies and prints made on the public-facing copy machine. Dex Imaging invoices quarterly for other printers that are intended for staff-only use.

Stacy Jardine also asked about the eBook and Audiobook purchases on the “Library Collection and Software” expenditure line, asking if these titles can be used by multiple patrons. Elizabeth Schow explained that these titles are purchased through OverDrive and can be checked out through the OverDrive website or Libby app. The number of uses depends on the publisher’s lending model for the item, but each title can be used by multiple users, though not necessarily at the same time.

Stacy Jardine and Fred Perkins asked about the line charge for a microfilm machine service agreement on the “Library Collection and Software” expenditure line. They asked if the Library still used microfilm and what kinds of materials those microfilms contained. Elizabeth Schow answered that the Library does still maintain microfilm records of Box Elder newspapers. Fred Perkins asked what would be needed to digitize the collection of microfilms. Elizabeth Schow stated that some of the microfilm collections have been digitized or can be found online through Utah Digital Newspapers. However, the Library does strive to keep all current issues of the Box Elder News Journal and have them microfilmed by calendar year. This collection represents a significant record of local history and has been maintained and added to so that the public can access that history.

De Ann Lester asked for further information about the 2023 grant payment from Utah Humanities. Elizabeth Schow explained that in that year, Utah Humanities paid the first 80% of the grant up-front, then released the final 20% of funding only once the grant report was filed and an additional request for the funds had been submitted. Due to an error, the final 20% for the 2023 grant was never received. Staff reached out to Humanities, and this oversight was corrected.

Stacy Jardine asked for further information about the English teacher reimbursement expenses for the “Adult Literacy” expenditure line. Elizabeth Schow stated that these payments reimburse teachers for their time preparing lessons, teaching those lessons, and any mileage in travelling to teaching locations other than the Brigham City Library.

Ian Harding motioned to approve the Vouchers Statement for February 2025. De Ann Lester seconded the motion. All were in favor. Motion passed.

Marketing and Publicity Spotlight

At Fred Perkins’s invitation Kami Leishman presented a brief Storytime demonstration, explaining the benefits and learning opportunities associated with each aspect of the Storytime format. Members thanked Kami Leishman for her excellent demonstration and explanations.

Literacy Report:

The final ELL class for the “school year” will be on March 24. ELL classes have been very successful this year. Classes for this program will resume in September 2025.

Linda Ashcraft has been working with a teen student on their reading skills. This student recently passed the written driver’s test on their first attempt after five weeks of studying with Linda!

Elizabeth Schow notified members that the Literacy statistics may change a little in the coming year to create a greater distinction between “Stay-on-Track” which is a summer program and “Reading Helps for Youth” which takes place during the remainder of the year.

Linda Ashcraft is still working to find enough volunteers for this summer’s “Stay-on-Track” program. All tutoring takes place at the Library, usually in public areas. “Stay-on-Track” is scheduled from June 9th to July 31st. Fred Perkins asked how the summer “Stay-on-Track” program started. Elizabeth Schow stated that she didn’t know for certain but will ask Linda Ashcraft and report back.

Unfinished Business:

Proposed Budget 2025-2026 Fiscal Year

Elizabeth Schow reviewed and highlighted the changes to the proposed budget that were recommended after the previous Library Board Meeting. These changes included:

- Removing \$3,000 in anticipated grant funding from BRAG for the Literacy program. This funding will instead be expended from the Library's programming expenditure line.
- Increasing the amount for Capital Projects planned for the 2025-2026 fiscal year and for the Appropriated Surplus revenue that will provide for those expenditures.
- Inclusion of the Restricted Cash funds in the Appropriated Surplus balance being called forward for the 2025-2026 fiscal year.
- Including both a 1-year and 2-year staffing plan in hopes of increasing weekly hours for part-time employees.

Fred Perkins asked if the Library had a well-defined plan for what the extra staff hours would be used to accomplish. Elizabeth Schow confirmed that there is a well-defined plan. She stated that more hours would allow for greater cross-training, reinforcement and practice of cross-trained skills, expanded programming, and further assistance to full-time staff.

Elizabeth Schow pointed out that the projected shortfall in the proposed budget is about \$20,000. However, staff do not currently have the exact amount for the revenue expected in property tax. This amount will be communicated by Box Elder County in May or June. The Library uses the budgeted revenue amount from the current fiscal year as a placeholder value until the true number is known. If the funding from property taxes remains unchanged or decreases, the shortfall would be paid from the Library Fund.

Elizabeth Schow also highlighted information about the balance of the Library Fund, including the balance at the end of the 2023-2024 fiscal year, and the projected balance at the close of the 2024-2025 and 2025-2026 fiscal years.

Ian Harding asked Elizabeth Schow if she would like the Board to vote on the proposed budget in the current meeting. Elizabeth explained that the Board could opt to vote during this meeting or the following meeting. Board members chose to hold a vote on the proposed budget in April's meeting, before the Mayor presents his budget to the Brigham City Council in May.

New Business:

Internet Policy – Due for Re-Approval by June 30, 2025

Elizabeth Schow stated that the Internet Policy needs to be reapproved every three years and is due for reapproval in June. She is currently working with the City Administrator and the City Attorney to implement final edits to the policy. To maintain compliance with the Utah State Code and the Utah State Library Division, the Internet Policy must include the following elements:

- Children's Internet Protection Act (CIPA) Compliance
- Procedures

- Technology Protection Measures: Filtering, Blocking, and Unblocking Policy/Procedures

Elizabeth Schow explained that patrons do receive filtered internet through the Library. As was mentioned in a previous meeting, the Library's filtering software does block sites to maintain CIPA compliance but does not allow staff to unblock sites for individual patrons.

Upon the advice of the City Attorney, the Library will be modifying its internet suspension procedures. Warnings will not be issued for misuse of the internet; access to the internet session will simply be terminated.

Library Programming Update

At this time, Ian Harding was excused from the meeting.

On Thursday, March 20th, at 7pm the Library will be holding a Q&A panel program with Brigham City Museum staff and community advisors regarding their planning, curation, and execution of the current exhibit on display at the Museum, "Uncovering the Journey: Japanese American Pioneers in Box Elder County".

On April 2nd there will be an Internet Safety class for Adults. This class will discuss how to keep minors safe online and feature a guest speaker who is a Detective from the Weber County Sheriff's Office.

National Library Week will be the second week of April. Patrons can complete three boxes on an activity sheet to enter a drawing for a prize basket. This week will also include multiple programs and in-library activities.

Elizabeth Schow participated in a presentation and discussion with the Kiwanis Club. One of their members volunteered to spread the word about the "1000 books before Kindergarten" program, as she has relationships with various programs and groups specializing in early childhood literacy.

Fred Perkins asked how many patrons use the Universal Class resource. Elizabeth Schow stated that Universal Class is one of the more frequently and consistently used online databases that the Library provides. Liz Martinez stated that usage has averaged 20 sessions per month since July of 2024.

Policy Spotlight

Elizabeth Schow offered to table this item, as the spotlight would review the final pages of the current Internet Policy. At Fred Perkins's recommendation, members agreed to postpone this item until the draft of the new Internet Policy was available.

Strategic Plan Spotlight

Elizabeth Schow reviewed copying and printing services. Within the technology section of the strategic plan, the Library aimed to update and enhance copy and print services. This goal included offering prepayment options as well as offering mobile and remote printing. A grant was awarded from the Utah State Library Division to pay for the print management software and self-payment kiosk. However, the self-payment kiosk did not work as expected and was returned. The refund from the kiosk has been received. Staff have received permission to spend this refund on future patron-facing technology.

Overall, the goal to update and enhance copy and print services has been achieved, even if it wasn't exactly how staff imagined. Staff and patrons are happy to have print management software available that keeps patron prints separate and private until the patron uses the machine to release them. The print management software also has the capability to support mobile/remote printing in black and white. Staff will continue to research and identify a future patron-facing technology project that would spend the refund obtained from the return of the kiosk.

Other Items

Elizabeth Schow provided a construction update regarding the restroom renovations. Water was off in the entire building for several weeks but has since been restored to the staff breakroom. An unexpected closure that lasted longer than anticipated, a full day instead of a single morning, did cause some patron confusion, but staff have been working hard to keep patrons apprised and informed. Overall, the project has been making very good progress.

Distribution Items:

Marketing and Publicity Packet

Daily Deposit Report: February 2025

Revenues and Expenditures: February 28, 2025

Facilities Maintenance Report: November – December 2024 (Unavailable)

Circulation Statistics Report: February 2024 – February 2025

Collections and Overdue Items Statistics: July 2024 – March 2025

Staff Meeting Minutes: February 26, 2025 (Unavailable)

Library Leadership Meeting Minutes: February 28, 2025 (Unavailable)

Announcements:

The next Board Meeting will be held on Tuesday, April 15th, 2025, at 7:00pm.

Financial Disclosure Statements (if applicable to members) are due to Donna Pett by March 31, 2025.

Adjournment:

Barbara Poelman motioned to adjourn the meeting. Joe Dutson seconded the motion. All were in favor. The meeting adjourned at 8:25pm.

Distributed 4/16/2025