

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, April 15, 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.

Liz Martinez, Admin. Asst.

Members Absent:

De Ann Lester

CC:

Mayor DJ Bott & Derek Oyler

Opening of Meeting:

Fred Perkins called the meeting to order.

Review/Approval of Minutes:

Board members reviewed the March 18, 2025, Library Board Meeting Minutes. Grammatical errors were noted and corrected.

Barbara Poelman motioned to approve the corrected minutes of the Library Board Meeting of Tuesday, March 18, 2025. Ian Harding seconded the motion. All were in favor. Motion passed.

Review/Approval of Vouchers:

Board members reviewed the Vouchers Statement for March 2025.

Ian Harding asked about the nature of the CLEF State Grant. Elizabeth Schow explained that CLEF stands for Community Library Enhancement Fund. This money is granted annually by the Utah State Legislature to libraries certified through the Utah State Library Division.

Fred Perkins noted that Kami Leishman and Connie Edwards will be attending the upcoming ULA (Utah Library Association) conference. Elizabeth Schow stated this is always a beneficial conference with lots of classes and lectures on library services and offers a chance for staff to speak with other library workers from around the state.

Elizabeth Schow highlighted the receipt of the refund from the return of the PaperCut self-pay kiosk. Fred Perkins asked why the kiosk was returned. Elizabeth explained that the credit card reader and other features were problematic and did not work as advertised. With permission given from the Utah State Library Division and the Institute of Museum and Library Services, the agencies that issued the grant money for the purchase of the kiosk, the refunded money will be spent elsewhere on public facing technology.

Joe Dutson motioned to approve the Vouchers Statement for March 2025. Barbara Poelman seconded the motion. All were in favor. Motion passed.

Literacy Report:

“Stay-on-Track” is still recruiting volunteers. Linda Ashcraft hopes to accommodate 30 students in need of reading support this summer. Applications for volunteer tutors need to be completed by the 8th of May. Training for all tutors will take place on May 20th. Fred Perkins asked what the time commitment looks like for volunteer tutors.

Elizabeth Schow explained that tutors prepare for each tutoring session, then have two 20–30-minute sessions with each student every week. Each volunteer chooses how many students they commit to tutoring during the summer. Ian Harding asked if Literacy had reached out to college students, especially those studying education, as this might be a good opportunity for them to hone teaching skills. Elizabeth Schow said she would pass along this suggestion to Linda Ashcraft. Elizabeth will also request that Linda come to a future Library Board meeting and highlight the Stay-on-Track program.

ELL classes have finished for this part of the year. The ELL program will resume after Peach Days. The teachers for the 2024-2025 classes will be able to continue teaching in the 2025-2026 year. Fred Perkins asked how the offsite ELL classes went. Elizabeth said that there was a very steady group, but she was unsure if there was continued interest in an offsite class for the upcoming year.

There has not been enough community interest for a dedicated Citizenship class, but Linda has been distributing Citizenship information to various individuals over the last few months.

Unfinished Business:

Vote on Proposed Budget 2025-2026 Fiscal Year

Ian Harding asked if anything had changed since the presentation of the proposed budget in the March Library Board Meeting. Elizabeth Schow stated that, yes, a change has occurred. Elizabeth explained that UETN (the Utah Education and Telehealth Network) did not receive the large technology grant that they were hoping for. Because of this, the “Other Grants” revenue and expenditure lines have been changed from \$180,100 to \$5,000. UETN is trying to get another grant using the same application information that was submitted for the one that was just denied. This new grant opportunity is similar in scope, although will not grant as much funding. The Library has agreed to participate in this new opportunity and will know by July 2025 if the grant will be awarded to UETN. David Hipp asked where the potential grant funding would be coming from. Elizabeth said that this would be a federal pass-through reimbursement grant, very similar to the Wi-Fi for Libraries grant the Library participated in last year. Elizabeth Schow stated that there have been no other changes to the proposed budget since the March meeting.

Barbara Poelman made a motion to approve the Proposed Budget for the 2025-2026 fiscal year. Stacy Jardine seconded the motion. All were in favor. Motion passed.

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

Elizabeth Schow introduced and reviewed the new draft of the Internet Policy. Nicole Cottle, Brigham City Attorney, has recommended that when implementing the new draft that the Library Board rescind the old policy and reinstate the new one. Elizabeth suggested that this take place during the next meeting after members had a chance to review the new draft.

Ian Harding asked about the difference between the policy and the procedures, and why the Board was presented with the procedures when they don’t normally approve procedure documents. Elizabeth Schow stated that for the Internet policy, both the policy and the procedures need to be approved by the Library Board for the Brigham City Library to be recertified by the Utah State Library Division.

Fred Perkins asked if there was anything in the new draft of the Internet Policy that would be considered unique or groundbreaking. Elizabeth Schow stated that Nicole Cottle, Brigham City Attorney, helped cut much of the “fluff” that wasn’t technically needed. The new draft covers rules of use, including items that the Library must mention for CIPA (Children’s Internet Protection Act) compliance. To meet requirements, there is also a section that

discloses internet filtering and a brief description of the filter. The Library's filtering software does not unblock a site for a single workstation, but there is a mechanism IT could use to unblock a site universally. Patrons do have the option to request that a site be universally unblocked. The new draft also includes cautions for patrons, including a disclaimer that access exists on a shared network that is not encrypted, and specific policy violations that can result in a loss of privileges.

If patrons observe content they are concerned about, they are instructed to let staff know. David Hipp asked if staff felt like they had to police the internet use of patrons. Elizabeth explained that staff try to extend as much privacy as possible until there is a complaint from a patron, a staff observation of unacceptable use, or unusual behavior from the patron. Staff can send a note to the patron's screen if needed or can terminate a patron's session if the policy is violated.

If the observed policy violation qualifies as being "harmful to minors", the patron's session will be terminated immediately, and a 30-day suspension will be issued. If the same violation happens again, a 1-year suspension will be issued. If the same violation happens a third time, a permanent suspension will be issued. The police will be notified when any illegal activity is observed, regardless of the number of previous violations.

Ian Harding asked if the new draft has been presented to staff. Elizabeth said certain sections had been shared with select staff while drafting, but she has not presented the entirety of the new draft and will not until after it is approved to avoid confusion between the old and new policies. Ian asked how Elizabeth feels these changes will be received by staff. Elizabeth stated that staff may have some reservations over the rapidity of police involvement, however, she anticipates that staff will be able to work well with this policy.

David Hipp offered to train staff in conflict resolution and confrontation. Elizabeth agreed, stating that this training would be very appreciated and will plan with staff to complete this training during Fall or Winter of 2025.

New Business:

Upcoming Safety Inspection

Elizabeth Schow reminded members that the Library undergoes an annual inspection for recertification. These inspections typically include a Board member, the City Administrator, the Executive Assistant, and some Library staff. The Mayor's Office will schedule the inspection date and time for this year's inspection. Elizabeth asked if any member of the Board was willing to participate during April or May. Ian Harding volunteered as the primary Board member with Fred Perkins volunteering as backup member.

New Board Member Nominations

Two new members will be nominated by the Mayor to serve on the Library Board by the end of June. De Ann Lester has completed her second term and Fred Perkins has completed his first term and will not serve a second term. Elizabeth asked those present to send all recommendations for nominees to her or Liz Martinez, who will compile a list of potential replacement members and send it to the Mayor's Office.

Library Programming Update

The Library had a very successful National Library Week with scavenger hunts, programs, and drawings throughout the week.

There will be a puppet performance on April 21st. The Fine Arts Center will present a performance at the Library.

The final Storytime for this part of the year will be on April 30th. In May, librarians will plan for Summer Reading. Summer programs will include regular Storytimes (Mondays and Tuesdays), Big Reads (Wednesdays), and a new outdoor Baby Storytime (Wednesdays). There will be plenty of engaging activities during June and July. Elizabeth encouraged members to spread the word about the summer reading activities and events.

Marketing and Publicity Spotlight

Elizabeth Schow highlighted Transparent Language, which is an online resource with four different types of lessons: listening, speaking, reading, and typing. Transparent Language is an ad-free service paid for by the Brigham City Library. Patrons can find this resource on the Library's website under the "Databases" tab.

Strategic Plan Spotlight

Elizabeth Schow reviewed the Marketing Section, specifically the goal to promote online resources. Staff have highlighted services throughout the year in Library Board meetings and on social media and in the various city newsletters throughout this last year. Staff will be looking for a different newsletter host since BookLetters is no longer available.

Other Items

Stacy Jardine asked about the recent library services survey. Elizabeth Schow stated that survey did not come from the Library, but by the Box Elder County Coalition for Early Literacy. The Library Board previously recommended that the Coalition speak with County Commissioners about the need for library resources. The library services survey was sent to find out if county residents feel there are sufficient library services for their needs. David Hipp asked if the Brigham City Library has ongoing partnerships with any local corporations in the area that could fund a project like this, stating it might be beneficial to investigate this option as federal grant funding is currently in jeopardy. Elizabeth stated the Library has no current corporate sponsors, but she will consider the suggestion of requesting funding from corporations within the community.

Elizabeth Schow provided a construction update regarding the restroom renovations.

Distribution Items:

Marketing and Publicity Packet

Daily Deposit Report: March 2025

Revenues and Expenditures: March 31, 2025

Facilities Maintenance Report: November 2024 – March 2025 (Unavailable)

Circulation Statistics Report: March 2024 – March 2025

Collections and Overdue Items Statistics: July 2024 – April 2025

Staff Meeting Minutes: February 26, 2025 & April 2, 2025 (Unavailable)

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

Announcements:

The next Board Meeting will be held on Tuesday, May 20th, 2025, at 7:00pm.

Adjournment

Ian Harding motioned to adjourn the meeting. Barbara Poelman seconded the motion. All were in favor. The meeting adjourned at 8:30pm.

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