

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, May 20, 2025, 7:00pm

Members Present:

Fred Perkins, Chair

Joe Dutson

Barbara Poelman

Ian Harding, Vice Chair

Stacy Jardine

Elizabeth Schow, Library Dir.

Dave 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 and welcomed guests Tom Kotter, Brigham City Finance Director, DJ Bott, Brigham City Mayor, and Linda Ashcraft, Literacy Coordinator.

Review/Approval of Minutes:

Board members reviewed the April 15, 2025, Library Board Meeting Minutes.

Joe Dutson motioned to approve the minutes of the Library Board Meeting of Tuesday, April 15, 2025. Barbara Poelman seconded the motion. All were in favor. Motion passed.

Review/Approval of Vouchers:

Board members reviewed the Vouchers Statement for April 2025.

Joe Dutson asked about the tablets purchased with CLEF (Community Library Enhancement Funds). These funds are granted by the State of Utah to certified public libraries. About \$2,000 was spent on educational tablets for children. These come preloaded with activities and games and do not connect to the internet. Fred Perkins asked how many tablets are checked out at any given time. Elizabeth Schow estimated close to 10% of the collection; this low number could be due to very steep fines associated with the tablets. Staff hope to make this collection more available in the future. Barbara Poelman asked how staff advertise these tablets, suggesting a newspaper article to help circulation. Fred Perkins suggested a comprehensive “what the library offers besides books” article in the Box Elder News Journal. Elizabeth Schow thanked members for their suggestions.

Barbara Poelman motioned to approve the Vouchers Statement for April 2025. De Ann Lester seconded the motion. All were in favor. Motion passed.

Literacy Report:

Fred Perkins turned the meeting over to Linda Ashcraft.

Linda Ashcraft reviewed her preparation for the Stay-on-Track program. She distributed information for the program early in March through utility bills and billboards around town, as well as banners on the library website. There were 16 volunteer applicants this year, with only 2 who filled out paper applications in the library; most applied through the library’s website. Diana Felt helped program the website so that volunteers could apply this way. Linda has spent 6 hours training volunteers for the program and is very happy with the volunteers for this year’s program. 25 student participants had 15-minute reading evaluations with Linda. They will be matched with the volunteer tutors.

Unfinished Business:

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

Elizabeth Schow asked members for questions or concerns regarding the proposed policy and procedures. She stated that the policy will not be rescinded and reinstated during this meeting but will need to be rescinded and reinstated during the meeting on June 10th.

Multiple board members stated they were pleased with the language of the policy. Fred Perkins asked if there were any new procedures that staff have not had experience with before. Elizabeth Schow stated that the proposed procedures are much better and more comfortable for staff than they used to be. Capture technology makes instances easier to handle, but it is never easy. No staff member enjoys dealing with policy violations, but staff are still expected to enforce policy. If a patron observes a violation that staff are unable to confirm, that patron is welcome to contact the police. Staff are instructed to contact the police if they have reason to believe that a law was broken. Board members complimented the procedures in allowing staff to use their best judgement.

De Ann Lester provided a typo correction and a language suggestion within the procedures. Elizabeth Schow will bring this correction and language suggestion to Nicole Cottle, Brigham City Attorney.

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's second term and Fred Perkins's first term will end on June 30th, 2025. Fred Perkins will not serve a second term. Elizabeth Schow asked members for their recommended nominees. A list was compiled and will be sent to the Mayor's Office.

Library Safety Inspection

Ian Harding and Fred Perkins will be unavailable for the upcoming inspection. De Ann Lester volunteered to participate in the safety inspection at 8:30am on May 28th.

New Business:

2025-2026 Library Budget Updates

Fred Perkins turned the time over to Elizabeth Schow, Tom Kotter, and Mayor DJ Bott to explain the changes to the library's budget. Elizabeth Schow stated that going forward, the library will be part of Brigham City's general fund. This means that there will not be a dedicated portion of tax reserved for the library and that any unspent funds at the end of the fiscal year will not be reserved for library use. Donations will continue to be restricted for library-only use. Mayor Bott stated that he has wanted to implement this change for a few years. The main benefit is that the library will not need to "save up" within the library fund to complete necessary capital projects. If a renovation is deemed a priority, this could be completed quickly within the general fund.

Tom Kotter stated that any money currently in the "savings account" of the Library Fund will stay restricted for library-only use. Members asked if this change would affect the overall operating budget for the library. Tom Kotter stated that this was up to the Mayor and City Council, but the proposed amounts remain approximately the same as in the budget the library board recommended to the Mayor.

Board members discussed that without a dedicated tax percentage, the library staff and board will need to fight harder and advocate more for future needs and projects. Mayor Bott agreed with this assessment, stating that this is what the other Brigham City departments currently do.

Dave Hipp stated that the City Council reviews capital projects within the general fund on a regular basis. This change will make capital projects at the library more visible and further discussed among City Council members.

Library Programming Update

Elizabeth Schow stated that programs have been a little sparse in May because staff are prepping for Summer Reading. The adult book group has been going well, with a large amount of interest, great conversations, and many personal experiences shared among participants. The Writing Group had a good turnout for the recent “article chat” event.

Marketing and Publicity Spotlight – Summer Reading 2025 - Color Your World!

Elizabeth Schow highlighted Summer Reading, which will begin on June 2nd. This program includes challenges for all ages this year. Nannette Bauer has challenges for adult participants, and Kami Leishman has expanded the program and events to include 0–3-year-olds. When registering, participants aged 0-17 will receive a free book. Completed read-at-home papers will be entered into age-specific drawings for a chance to win a prize.

Event registration will also start on June 2nd. Registered Storytimes will be held for ages 0-2, 3-6, and 7-9. A LEGO club will be held on select Thursdays and is recommended for ages 6-12. There will be drop-in crafts throughout June and July, and Kami Leishman will be partnering with the Brigham City Museum for a Community Quilt event. For adults, Nannette Bauer has planned an Art Trivia Night and a Bad Art Night. Elizabeth asked board members to help spread the word about all the wonderful things going on at the library this summer.

Strategic Plan Spotlight

In the interest of time, this item was postponed to a future meeting.

Construction Update

The restroom renovation project is nearly complete. Staff are hopeful this project will be completed by June 1st.

Other Items

No other items were discussed.

Distribution Items:

Marketing and Publicity Packet

Daily Deposit Report: April 2025

Revenues and Expenditures: April 30, 2025 (Unavailable)

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

Circulation Statistics Report: April 2024 – April 2025

Collections and Overdue Items Statistics: July 2024 – May 2025

Staff Meeting Minutes: February 26, 2025, April 2, 2025, & April 23, 2025 (April 23 Unavailable)

Library Leadership Meeting Minutes: February 28, 2025, March 28, 2025, & April 25, 2025 (April 25 Unavailable)

Announcements:

The next Board Meeting will be held on Tuesday, June 10th, 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 8:37pm.