

LOGAN LIBRARY

REGULAR BOARD MEETING MINUTES

MONDAY, 19 MAY 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, David Welch, Chelsea Bitner, Christopher Scheer, Amy Anderson (City Council)

MEMBERS EXCUSED: Annie Waddoups

MEMBERS ABSENT: Frank Stewart

LIBRARY STAFF: Michael Sauers, Joseph Anderson, Morgan Capitan

VISITORS: Frank Ascione (Friends of the Library)

BUSINESS:

- The meeting was conducted by John; roll call was conducted by Morgan; the minutes for April were reviewed and approved.
- Michael presented the statistical report for April, noting that the most impactful social media post was the announcement reintroducing on-shelf holds. He plans to meet with Morgan Stoker Talyor who leads the marketing team, to learn more about the statistics that can be pulled from the social media channels. Michael also noted the low usage of Comics Plus, saying he will look into it to compare the costs to usage. In the coming months, he intends to redesign the statistical reports.
- The Library is working on the LSTA grant for \$5000 to purchase new label printers. The new printers will replace older models, so all label printers will be the same.
- Michael highlighted a few budget categories that hadn't been used as much as of the date of the budget summary report. Upcoming purchases, including software to manage meeting room and Makerspace equipment bookings, a database renewal, recent conference attendance expenses, a staff recognition picnic, and extra hours for part-time employees will utilize more funding in those categories before the end of the fiscal year.
- Michael provided a snapshot of patrons' pending and arrived holds as of the afternoon of May 19 to get an idea of how the limit of 10 available holds was working. Most patrons had only a few available holds and a few pending holds, and no one had reached their maximum, though the ILS couldn't differentiate pending holds that were or were not on the shelf. Long term, the Library will look into using a different ILS that can do more, including gathering more and better statistical reports.
- The building's AV systems are still officially offline. The core server was replaced a few weeks ago, and that didn't fix the problem. The next suggestion is to replace the network switch. GenComm has voided the previous project completion date, so the equipment and the work they are doing on it is all considered still under warranty. All but one of the broken chairs have been replaced or repaired, and nothing new has been broken in the last month or so. The company is still evaluating whether one can be repaired or if it should be replaced with something completely different. Other issues with the building are being worked on.
- The library has started offering free menstrual products. There has been no feedback either way from the public, but it is something the staff wanted to do for a while.
- The city has proposed raises of \$1.25 per hour across the board for full-time employees for fiscal year

2026, Michael will be responsible for part-time staff raises.

- There is a series of meetings planned with the software company that provides the meeting room software to do onboarding and get older reservations added to the new system, and once that is complete, they are hoping to get the Makerspace open by July 1.
- After last month's board meeting, Michael joined a meeting with City Legal, Parks and Recreation, and the mayor to get clarification on Utah Code 80-8. While the Library is considered a youth services organization and staff are required to get background checks, certain community partners, such as the Historical Society, do not have to. There has been a policy drafted for it that includes the City's language, and it also includes language about how outside partners or programs that are specifically marketed to or directed to youth will need to get background checks and watch the training. They will work with the facilitators of Chess Knight on this specifically, since that program is open to anyone 8 and older. Frank said he planned to have members of the Friends who run the trains in December get these background checks, and commented on the low quality of the required training.
- Michael introduced the Policy for Public Services and proposed to the Board that the charge for guest passes for public computers be removed from the policy and the fee schedule. The Board discussed the reasons for removing this fee and whether it would impact the budget. Michael explained that the revenue from the guest pass fees is minimal and that rather than funding any specific services it is added to a general budget. Amy clarified that since it is on the fee schedule, the change will need to be approved by the Board and then City Council. The Board was in favor of the change and adding it to the agenda at a future meeting.
- David asked about a comment in the previous discussion of guest pass fees about the library going fine free as a long term goal, and Michael explained the basic reasoning and the movement in the greater library world toward fine free systems. Though revenue does go down some, usage generally increases for libraries that stop charging overdue fines. The Board asked questions and discussed the possibilities for doing so in the future, including looking at statistics from 2020-21 when the Library temporarily paused overdue fines and doing a six month trial to gather data.
- Amy reported for City Council. The City is working through annual budget proposals for the coming fiscal year, and some road closures are expected in the coming weeks for planned improvements. The City agreed to help pay for installation of fiber in Logan Canyon to make 911 services more reliable in the canyon. They're also trying to figure out special event licensing with the City for events in public spaces, such as the plaza, the courthouse, and the fairgrounds. There's not currently a city policy for this, and they are having discussions to develop a policy.
- Frank reported for the Friends of the Library. Local magician, Richard Hatch, will perform a magic show Saturday, June 28 at 1:15. Michael will get in contact with him to get him background checked in advance of the performance.
- As a training exercise, John gathered comments and reviews about the library online from multiple sources, and the Board discussed this feedback. Some of that feedback prompted discussion about the collection and the significant weeding that had been done through both the pandemic and the transition into the new building. Many libraries reduce the size of the physical collections as electronic media usage increases and public surveys indicate a demand for more meeting spaces, and often there are comments afterward when a collection is reduced. Chelsea said it could be a matter of public education about what resources the library does have. Michael mentioned that the management team has recently decided to create a Reddit account for the library to answer questions as they arise. Michael said the management team would also like to conduct a collection audit in the future. Frank asked about the FAQ page. Michael would also like to revamp the website to make it easier to navigate, so patrons could find what they're looking for faster.
- The Board discussed the Policy for Community Collaboration. Since last month, language has been

added to the policy draft about compliance with Utah Code 80-8. There's not a lot of wiggle room because it is language from the city. David motioned to approve the policy as written. It was voted upon and approved.

- The Board discussed the Collection Management Policy. Language has been added to strengthen the materials challenge policy, requiring that patrons who wish to challenge materials fill out the complete form, hold a library card in good standing, review the material in full, and caps challenge requests at no more than 3 requests from the same individual simultaneously. The appeals process is also clarified, should the patron disagree with the director's decision, and once a challenge has been made to an item, it can't be challenged again for a minimum of 5 years. Christopher asked whether the Board appeal would be in person or not, and the Board recommended that the person who challenges the material receive a written response from the director which will include the invitation to appeal the decision with the board in person at a regularly scheduled meeting, asking them to add it as an agenda item. The added language will be reviewed and discussed at next month's meeting. Frank asked whether the 5 year moratorium on challenging the same item would apply to everyone or just the person who challenged it, and Michael clarified that it would apply at the item level, not at the individual level.
- Michael shared the proposed Makerspace policies and procedures with the Board. David asked if the room could only be booked by one person at a time, and Michael clarified that no, the equipment would be bookable individually, unless the room is booked for a class or other program. Christopher asked about the fee schedule for charging for materials, and Joseph clarified that although the Library charges for materials, it is not on the fee schedule or called a fee. Chelsea suggested adding a link to the policies for misusing equipment. John suggested adding language allowing the library to increase prices of materials if there are increased costs to buy those supplies.
- Michael introduced the Acceptable Use Policy, which has been updated in order to comply with some requirements for state certification. Language has been added to the policy about patron complaints and requests for reconsideration to satisfy one of the requirements for certification. Once the policy update is approved, the Library Director and Board Chair must submit a signed letter attesting that they do have a policy in place for these provisions. This needs to be done before July 1. It will be added to the agenda for next month's meeting with minor grammatical corrections and formatting updates.
- The Board discussed the Interlibrary Loan Policy. Morgan explained that the changes made to the ILL policy better reflect current practice. Changes include updating the checkout period for AV items and adjustments to the fees associated with borrowing and lending items. John asked if the earlier conversation about doing away with certain fees would affect the fees listed in the ILL policy, and the types and purposes of ILL fees were discussed.
- Michael updated the Board on the Interlocal Cooperation Agreement for Cooperative Borrowing with Weber County Library. It has been sent to Weber County Library, and he is waiting on a response. That will be added to the agenda at a future meeting once it is received.
- Chelsea mentioned that the city of Hyde Park is looking into getting an additional branch of the Cache County Library in Hyde Park. Michael mentioned that there is a group, headed by Josh Johnson of Davis County Library, working to put together a Utah public library consortium to share resources, especially databases. There is a meeting upcoming for that on June 9.
- Amy suggested that Michael and Christopher reach out to Tom Williams for an interview about libraries and universities, and the changes that are happening in those spaces, and interface with the public. Christopher suggested getting Jennifer Duncan from the USU library instead.
- David motioned to adjourn the meeting. It was voted upon and approved. The public meeting adjourned at 7:10 PM.