

LOGAN LIBRARY

REGULAR BOARD MEETING MINUTES

MONDAY, 23 JUNE 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, Frank Stewart, Annie Waddoups, Christopher Scheer, Amy Anderson (City Council)

MEMBERS EXCUSED:

MEMBERS ABSENT:

LIBRARY STAFF: Michael Sauers, Joseph Anderson, Morgan Capitan

VISITORS: Ernesto López (City Council), Frank Ascione (Friends of the Library)

BUSINESS:

- The meeting was conducted by John; roll call was conducted by Morgan; the minutes for May were reviewed and approved with changes suggested by Joseph.
- Michael presented the statistical report for May, noting a small spike in usage of Consumer Reports. Annie asked about computer usage trends. John asked how the changes to Hoopla had affected usage, and whether patrons had had any issues or feedback. Michael made a note to look into it. He also mentioned that the state is proposing a new pricing model for the Beehive Library Consortium that would be based on a percentage of circulation of the consortium. As the 7th highest using library in the consortium, Logan Library would pay approximately \$12,000 more than the previous year. This isn't final, but will be discussed at the directors' summit in the fall.
- Michael informed the Board that there is a grant available from the State Library, the UPLIFT Professional Development Grant, that would provide up to \$1000 for registration and travel costs to attend a library conference. The grant application is due July 14 and would have to be spent by the end of the calendar year. He raised the possibility of sending a board member to MPLA in October. John expressed appreciation for the idea of sending a board member to a conference in the future, but thought it might be a better opportunity to send a staff member at this time. The Board agreed.
- Michael discussed the budget and explained that for some of the purchasing categories, especially collection development budgets, there will be some more purchases made in the next couple of days before the end of the fiscal year. Frank Stewart asked if the money had to be used or lost, and Michael said it wasn't, but that any unused funds would be directed toward paying back the loan from the electric fund to pay for the building.
- Michael updated the Board on the building. The AV is still not fully functional, but significant improvements have been made. They're not ready to offer it as an available service, but there has been improved reliability. All but two of the broken chairs have been replaced, and the remaining chairs have been reported. Remaining warranty items are being worked on, and several of the existing issues have been solved. The biggest issue is with the HVAC system, which is only running at 50% capacity. All parties involved with solving this issue are aware, and it is being worked on. They will be installing window tinting on the windows in the community room, which will help with the late afternoon and evening temperatures during events. John asked about the resealing of the wood landings on the stairs. Joseph explained the work that would be done, and Michael said that it would likely be completed over the July 4th weekend to avoid disruption of library services. A hand drawn map of Logan from 1891 is

now on display on the 3rd floor. A patron has raised concerns about difficulty getting in and out of the small study rooms with a wheelchair. Michael has worked with the city and made some changes and ensured that the building is compliant with code.

- The makerspace is scheduled to be publicly available the 7th or 8th of July, after the fines and fees table is approved by City Council. Michael suggested having next month's Board meeting in the makerspace, and the Board agreed.
- Michael suggested changing the public comment guidelines at meetings to give a time limit per comment. The board discussed it briefly and agreed to add it as a discussion item on the agenda at next month's meeting.
- Amy updated the Board on the most recent City Council meeting, where the budget for the coming fiscal year was approved. There was an increase to the library tax, so there will be a truth in taxation hearing August 7 at 6 PM. Amy said it will be helpful to have Michael and a couple of board members there in case there is opposition, to explain the reasoning and benefits. The budget increase would amount to \$86,000 and can be used for operational expenses or put toward the loan from the electric fund. Frank Ascione asked what the percentage increase is, and Amy specified that it was 3%.
- Ernesto asked the mayor and police chief if there were any updates or training related to ICE enforcement, especially with how it will relate to the library, and he stressed the importance of educating staff about what they can and cannot do in the event that ICE officers come to the library looking for anyone. Michael plans to spend a few minutes at the next staff meeting, which will be June 25th, going over some of that information. Ernesto suggested sharing examples of the types of warrants and enforcement methods that ICE can use and how staff should respond. Michael asked if he knew of any existing training for this that could be forwarded to staff, and explained the current policies and procedures in place for handling law enforcement officers of any kind in the library. Annie suggested having the city attorney and police on call as a backup for deescalating such a situation if necessary. Frank Ascione suggested reaching out to businesses that have been subject to ICE raids in the past, and Christopher stressed the importance of having leadership trained to know what the correct warrants look like and how to make those calls.
- Frank Ascione reported that the Friends of the Library are hosting an event on Saturday, June 28. They have handed out 1000 advertisements, and people have been excited, so they hope for a good turnout. David asked if the show was on the Library's calendar and the Friends website calendar, as he hadn't seen it. Frank Ascione has said it was a known issue, and they were working on expanding access to website editing to include more members of the Friends board in the future to be able to update things like that.
- In discussing community feedback the Board has received, John mentioned that the most common feedback he receives is about the makerspace. People are excited for it to open. Joseph clarified that the July launch would be a soft launch, and Michael explained the planned process for training staff on makerspace booking and use.
- After last month's training reviewing feedback on social media, John wanted the board to brainstorm long range goals for better navigating the public's perceptions of the Library. The Board discussed a number of ideas, including writing letters to the editor in the Herald Journal to share their positive experiences with the Library, following the Library on its social media channels to help promote it, and providing board members' names and short bios on the Library's website. Chelsea moved to have board members send a short bio to Morgan by the next meeting. It was voted upon and approved.
- The Weber County Interlocal Agreement was discussed in a second read. David moved to approve the agreement with a minor change discussed. It was voted upon and approved.
- Michael presented the fines and fees table as a workshop item at the City Council meeting last week. Since then, language has been added to specify that meeting room fees are for commercial use only.

Makerspace costs were added since it was last approved, and some categories were simplified. Amy suggested spelling out Interlibrary Loan rather than using the abbreviation ILL. The document will be an action item at the next city council meeting on July 15. It will be an action item for the Board at next month's board meeting.

- The Board discussed the Meeting Room Policy, which has been revised after a year of experience since it was put in place. The most significant change was reducing three categories of meeting room usage to two. Annie asked if the changes made to the types of meeting rooms and their fees aligned with the new fines and fees document, and Michael confirmed that they did. Amy suggested changing language about food and drink to specify that alcohol is not allowed at any time in addition to not allowing food or drink with red dye. After discussion of the cleaning fees, and where to include the fee table within the policy, it was decided to refer to the fines and fees document with a link in the policy once it is published on the Library's website. The policy will be edited and brought back for a second read at the next meeting.
- The Board discussed the Collection Management Policy. The proposed changes, which were discussed at the previous meeting, deal primarily with reconsideration requests, to be better prepared for any future book challenges. Joseph suggested some grammar and language changes throughout. Annie suggested adding language to clarify that the five year period after a challenge applies to the item, rather than the person who brought the challenge. After some discussion the Board agreed to add the phrase "by a patron for a minimum of five years" to the last paragraph in the section "Requests for Review of Materials." Annie asked about whether the five year limit on reconsideration requests would apply to requests to reinstate items that have been removed. Michael confirmed that as written, it would mean it would be removed for five years, and the Board's decision would be final for five years. Chelsea suggested specifying that the Board would issue a written reply within 90 days. Annie moved to incorporate the changes suggested. David expressed hesitation, since there were a number of changes suggested. The motion failed. The Board discussed how substantial the changes were, and noted that most of the changes suggested verbally were not significant, and that all significant changes were already noted in the document. Annie moved to accept the changes suggested. It was voted upon and approved.
- The Board discussed the Acceptable Use/Internet Public Use Policy. Three bullet points were added to confirm to the state that they are in the policy. This needs to be approved and submitted to the state by June 30. Frank Stewart suggested that the second bullet point include a way to submit feedback to the director, such as a form or letter. The Board discussed specifying that any complaints regarding this policy should be submitted in writing to the director. John suggested moving the second bullet point to the end. Christopher moved to approve the document with the changes discussed. The motion failed. Joseph explained his suggested changes to language and grammar, including language clarifying that the Library does not manage the content that exists on the Internet. Christopher moved to accept the document with the changes presented. It was voted upon and approved.
- The Board reviewed the Interlibrary Loan Policy. Joseph suggested changes to the language and grammar. David moved to approve the policy with the changes noted. It was voted upon and approved. Frank Stewart asked how much patrons use interlibrary loan, and Morgan estimated the average amount of borrowing and lending the Library does each month.
- Chelsea asked if she still needed to meet with Michael and Joseph about the budget each month, now that the Board packet includes a budget report. John said he would still find it valuable to know if she had any additional insight leading up to the Board meetings, but that he would defer to her and Michael on that. Michael felt like they didn't discuss anything at the individual meetings that doesn't also get presented to the Board. John suggested then that the meetings could become more as-needed, and have Michael just email a report to Chelsea in advance of the Board meeting each month, and she can decide to ask for a meeting if there is a need.

- David talked about EveryLibrary, the first political action committee for libraries, and offered to send information about them to the other board members.
- Ernesto asked about the library having a booth at the Latino festival on September 13. Michael expressed interest in doing that, and the Board said that they would be happy to help staff the booth with library staff. Additional outreach efforts were discussed, such as the pride festival, gardener's market, summer citizens opening, and others.
- Frank Stewart moved to adjourn the meeting. It was voted upon and approved. The public meeting adjourned at 7:15 PM.