

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, June 10, 2025, 7:00pm

Members Present:

Fred Perkins, Chair

Ian Harding, Vice Chair

Joe Dutson

Stacy Jardine

De Ann Lester

Barbara Poelman

Elizabeth Schow, Library Dir.

Liz Martinez, Admin. Asst.

Members Absent:

Dave Hipp, City Council Rep.

CC:

Mayor DJ Bott & Derek Oyler

Opening of Meeting:

Fred Perkins called the meeting to order.

Review/Approval of Minutes:

Board members reviewed the May 20, 2025, Library Board Meeting Minutes.

De Ann Lester motioned to approve the minutes of the Library Board Meeting of Tuesday, May 20, 2025. Stacy Jardine seconded the motion. All were in favor. Motion passed.

Review/Approval of Vouchers:

Board members reviewed the Vouchers Statement for May 2025.

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

Literacy Report:

Stay-on-Track has begun and has been running smoothly. Both volunteer tutors and students are doing well. In future meetings, Literacy updates will be included under the "Programming Update" item.

Unfinished Business:

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

Fred Perkins asked for a motion to rescind three documents, the "Internet and Online Access Policy", the "Procedures and Guidelines for Brigham City Library's Internet and Online Access Policy", and "How to Use the Wireless Internet Service within the Public Library."

Ian Harding motioned to rescind these three documents. Barbara Poelman seconded the motion. All were in favor. Motion passed.

Fred Perkins asked for a motion to reinstate two documents, the "Internet and Online Access Policy" and the "Procedures and Guidelines for Brigham City Library's Internet and Online Access Policy."

Joe Dutson motioned to reinstate these two documents. Barbara Poelman seconded the motion. All were in favor. Motion passed.

Library Safety Inspection

Fred Perkins invited De Ann Lester to share her experience of the recent safety inspection. De Ann stated that the resulting “fix-it list” was shorter than in years past, and many items were minor. Fixes included replacement of light bulbs, electrical cord solutions, obtaining new batteries for emergency exits, clearing the path to the electrical breaker in the mechanical room, and rehanging the Library’s emergency exit plans. Staff also requested that another fire extinguisher be added in the Children’s area. The exterior window frames on the west side of the original Carnegie building need repainting as well.

New Business:

New Board Member Nominations

At the most recent City Council meeting, Mayor Bott proposed that Tiffani Ballingham and Mike Adams replace De Ann Lester and Fred Perkins as members of the Library Board. The City Council will vote on these nominations during the July 17th meeting.

Library Programming Update

Summer Reading Challenge registrations for all ages have kept the circulation staff very busy. At the end of the first week, registration numbered 560 for 0–11-year-olds, 128 for 12-17-year-olds, and 194 for 18+. All 688 youth registrants received a free book upon registering. When the activity sheets are completed, youth registrants may receive another free book and a small prize.

Summer Reading Programming has also been going well. Kami Leishman is offering two new programs this year, “LEGO Club” for ages 6-12 and an outdoor Storytime, “Books, Babies, and Bubbles”, for ages 0-2. LEGO club is on select Thursday afternoons, and various Storytime sessions are on Monday-Wednesday mornings. Nannette Bauer is offering two programs, Art Trivia Night for adults and Bad Art Night for ages 13+. There are also lots of in-library crafts, coloring, and activities.

Board Members complimented staff on their creativity and ingenuity.

Strategic Plan Spotlight

Elizabeth Schow reviewed the final goal of the technology plan, to update staff computers. Brigham City’s IT department handles computer rotation and replaces staff and patron machines on a regular schedule. Elizabeth stated that the IT support from Brigham City has been exceptional.

Construction Update

The plastic containment curtain has been removed, and the restrooms are now available for patron use. There are still a few minor items that need to be completed, but staff are very happy to have restrooms available for patrons.

Some shelving has been moved around the library, and some collections are currently displaced from their usual locations, but titles remain available for patron checkout. Room 3 is currently housing a portion of the Young Adult collection. In mid-July, new shelving will be delivered and constructed in the Young Adult area. Room 3 will undergo repairs after this has been completed.

Other Items

Elizabeth Schow explained that during the next Library Board meeting on August 19th, 2025, the Library Board will need to hold a vote for the positions of Chair and Vice Chair. Elizabeth offered to provide the suggested rotation of members to the next meeting, but Board Members can choose to deviate from the rotation. Ian Harding, current Vice Chair, will run the meeting until a new Chair has been voted in.

Board Members thanked De Ann Lester and Fred Perkins for their excellent service.

Distribution Items:

Marketing and Publicity Packet

Daily Deposit Report: May 2025

Revenues and Expenditures: April 30, 2025 & May 31, 2025 (May 31 Unavailable)

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

Circulation Statistics Report: May 2024 – May 2025

Collections and Overdue Items Statistics: July 2024 – June 2025

Staff Meeting Minutes: April 23, 2025 & May 28, 2025 (Both Unavailable)

Library Leadership Meeting Minutes: April 25, 2025 & May 30, 2025 (Both Unavailable)

Announcements:

The next Board Meeting will be held on Tuesday, August 19th, 2025, at 7:00pm.

Adjournment

Joe Dutson motioned to adjourn the meeting. Barbara Poelman seconded the motion. All were in favor. The meeting adjourned at 7:45pm.

Distributed 8/20/2025