

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, September 16, 2025, 7:00pm

Members Present:

Ian Harding, Chair
Stacy Jardine, Vice Chair

Mike Adams
Joe Dutson
Tiffani Ballingham

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:

Ian Harding called the meeting to order.

Consent Items:

Ian Harding introduced one consent item:

1 – Approval of the August 19, 2025, Library Board Meeting Minutes

Barbara Poelman motioned to approve the consent items as presented. Stacy Jardine seconded the motion. All were in favor. Motion passed.

Unfinished Business:

Presentation to the Brigham City Council 2025

The library presentation to the Brigham City Council will be on the 16th of October at 6:00pm. Elizabeth Schow asked for two volunteers to help with this presentation. Ian Harding volunteered, suggesting an overall emphasis on the library being “more than just books”. Tiffani Ballingham volunteered to be the second member to assist with this presentation.

Elizabeth Schow and Liz Martinez will create the slide deck for the presentation, then schedule a meeting with the Board Members who have volunteered to assist. At the request of other members, there will also be discussion on how this presentation went during October’s Board Meeting.

New Business:

Review of the August 2025 Voucher Statement

At Ian Harding’s invitation, Elizabeth Schow explained that this discussion item is intended as a review of library revenues and expenditures and does not require formal approval from the Library Board. The Library Board will participate in creating and approving an annual budget to submit for the Mayor’s consideration, but month-to-month approval of these statements is not required.

Construction Update

Shelving is now complete in the Young Adult area. Room 3 still has shelving, but it is empty of all books. The shelving will soon be removed from Room 3, the walls patched, and the TV rehung. The public are currently able to book this room for meetings or study.

Library Programming Update

Storytime programs started this week. There are three preschool sessions and one baby session per week, as well as one monthly evening session.

LEGO club has begun for the school year and will be held during the afternoon of each 3rd Tuesday.

English classes begin on September 22nd. There will be three different English classes, each held twice weekly.

A “Localscapes” class will be held on September 30th.

Marketing and Publicity Spotlight

There are special events coming up in September and October. On September 23rd, Heidi Taylor from Shadow Mountain Publishing will be discussing the publication process. The October Book Festival includes a “Speed Date with a Book” event featuring a six-author panel, an event with children’s authors, and an event with nonfiction authors. On October 16th, there will also be a Ghost Hunting 101 event.

Elizabeth Schow asked that Board Members spread the word about these upcoming programs. Staff would love to have large crowds to welcome all these visiting guest speakers.

Other Items

Elizabeth Schow asked that members complete Brigham City’s Social Media Training. Liz Martinez will send a link to this training out to members. After members complete this training, they can report completion to Elizabeth Schow or Liz Martinez.

October’s board meeting will include two trainings: Open Public Meetings Act, and Trustee Responsibilities Training. To accommodate enough time for the presenters, the October meeting will begin at 6:00pm instead of 7:00pm.

Stacy Jardine shared that a Perry resident had approached her about getting library cards for their family. Elizabeth Schow reviewed non-resident options for Brigham City Library access. Any non-resident student attending A Brigham City public school in the Box Elder School District can get a limited-use card for no charge. The library also offers 3-month, 6-month, and 1-year paid privileges for non-resident households.

Distribution Items:

Marketing and Publicity Packet

Revenues and Expenditures: July 31, 2025 & August 31, 2025 (August 31, 2025 Unavailable)

Library Statistical Reports: August 2024 – August 2025

Collections and Overdue Items Statistics: September 2025 (Unavailable)

Staff Meeting Minutes: July 23, 2025 & August 27, 2025 (Both Unavailable)

Library Leadership Meeting Minutes: August 25, 2025 (Unavailable)

Announcements:

The next Board Meeting will be held on Tuesday, October 21st, 2025, at 6:00pm.

Adjournment

Barbara Poelman motioned to adjourn the meeting. Joe Dutson seconded the motion. All were in favor. The meeting adjourned at 7:49pm.