

LOGAN LIBRARY

REGULAR BOARD MEETING MINUTES

MONDAY, 20 OCTOBER 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, Annie Waddoups, Christopher Scheer

MEMBERS EXCUSED: Frank Stewart, Amy Anderson (City Council)

MEMBERS ABSENT:

LIBRARY STAFF: Michael Sauers, Joseph Anderson, Morgan Captian

VISITORS: Ernesto López (City Council), Linda Johnson

BUSINESS

- The meeting was conducted by John; roll call was conducted by Morgan; the minutes for September were reviewed and approved.
- Michael presented the statistical report. The reference questions seem to be down this month, possibly as a result of incomplete tracking. The Library is going to reevaluate how the tracking is done in the future, and the state allows the Library to extrapolate from a one week sample of reference questions, as opposed to continuous tracking. Michael also asked the Board to look at the stats that are provided and think about what stats they might be more or less interested in tracking. The management team is also looking into changing the report to use better tools and make it more readable.
- The Library has applied for the LSTA grant for 2026 to start two queer book clubs, one for teens and one for adults. If the grant is received, it should fund both book clubs for a full year. A patron had asked about a queer book club at a library outreach event, and several others in the community expressed interest when surveyed. John asked for the dollar amount requested, and Michael said it was just over 13,800, which will cover staff time and the books.
- Michael reported that Finance Director Rich Anderson has asked all city departments to start aligning all contracts with the start of the city's fiscal year, which will require some adjustment to current contracts as they come up for renewal. The Library will tackle these one by one as they come up for renewal to see what might be needed to adjust the schedules.
- In the most recent City Council meeting, Rich asked for a \$10,000 budget adjustment from the reserve fund to the general library budget. This is to account for a collection development purchase made in June 2025 to add titles to the Library's Overdrive offerings. The purchase was submitted for Fiscal Year 2025 using a collection development account. The submission raised a question about the billing model for Overdrive, and, because of the way titles are accessed and used, the Finance Department determined that Overdrive is a subscription, and should be billed to Fiscal Year 2026 and to a subscription account, thus putting this account \$10,000 over budget for Fiscal Year 2026. The budget adjustment will be an action item at the next City Council meeting.

- There are still a few minor issues with the AV system, though it's otherwise working well. Once those issues are fixed, Michael will sign the contract. Replacements for the last two broken chairs have been ordered. Mike Miller has reported to Michael that the HVAC system has been fully certified. As a longer term issue, they are looking into options for a way to vent the laser cutter in the makerspace outside instead of through filters, which would involve cutting a hole in the wall and installing the vent through that. The filters are expensive to replace, and the laser cutter has been getting heavy use. For now they are looking into options with the filter system first. John asked about the new room and equipment scheduling software, and Michael reported that it had started today and seemed to be working well.
- Madison Hunn has been hired as a new LCA. She started just after last month's board meeting, and she has been doing well. The Library is instituting a new scheduling system, both for meeting room scheduling and for staff work schedule. Chelsea asked how staff felt about the new schedule, and Michael explained the process the management team went through in creating the schedule and how staff feedback had been incorporated.
- Michael let the Board know that a City of Logan email address has been created for the Library Board. Access to the account will be shared with board members in the near future.
- Michael brought up the potential closure of the Cache County Library, and how that might affect the Logan Library. John asked if there'd been an increase in public feedback about the library as a result of the announcement. Michael said there hadn't been any noteworthy uptick. Linda talked about how she had talked to her neighbors and the Cache County Executive Office in support of the Cache County Library, and how it was important that everyone in Cache County have access to a library.
- Ernesto reported for City Council. An action item regarding changes to setbacks near critical lands, which include riparian areas and wetlands, was continued from two meetings ago and continued again at the previous meeting because they hadn't reached a consensus. It will be on the agenda at tomorrow's meeting. Linda asked what that specifically was, and Ernesto explained the proposed changes, the Planning Commission's recommendations, and the feedback they've received from the community. The other thing that was approved was a planned development overlay for Willow Lakes subdivision.
- Frank Ascione has resigned from the Friends of the Library. Linda asked about the Friends and what they do, and John explained what they do. There will be a special meeting next week, and the regularly scheduled meeting will take place on November 20. Vice President Robert Brunn has stepped in as President, and they are currently looking for a new vice president.
- The Board discussed feedback they have received from the community. Annie attended the Craig Johnson event, and a friend asked if there was a recording. Michael clarified that the Library had been asked not to record it. David and Christopher both attended a makerspace event for Cytiva employees and their families, and reported that people were excited about the makerspace. Annie had been asked about how the potential closure of the Cache County Library would affect Logan Library.
- Since two board members' terms will end in December, John asked the Board to review the Library Board application form and offer feedback. The Board discussed possible improvements to it and ways to get the word out about the open seats. The Board decided to create a Google form for the application using the new email address, and asked the Library to share it in the newsletter and on social media.

- Michael introduced the Public Services Policy and proposed some changes to it for the Board to consider. Those changes include cleaning up some of the language for clarity and to reflect current practices in issuing library cards, lowering the age at which a person can sign up for a library card without parent permission, and reducing the fee for nonresident library cards. The Board asked for more data from other Utah libraries' practices with library cards for those under 18 to help inform any potential changes, as well as soliciting feedback from the public. Michael also explained the current formula used to calculate the fee for nonresident card fees, where it came from and how it differs from what other Utah libraries are using to determine their nonresident fees. Using a similar formula as other Utah libraries, Logan Library could lower the nonresident card fee to \$50. The change would need to be approved by the Board and then City Council. The Board discussed various impacts the proposed fee reduction would have on the Library's budget, physical and digital circulation, staff workload, and usage of the Library by residents and nonresidents, especially in light of the potential closure of Cache County Library. The Board was in favor of reducing the summer resident cards from one year to four months as well as other clarifying language changes. They asked for more information before making changes to the age limits and suggested soliciting feedback from the community, especially those who may lose access to a library if the Cache County Library closes, about what they want or need from a nonresident Logan Library card. A draft of the policy will be prepared and added to the agenda for next month's meeting.
- Ernesto highlighted the new expansion to the murals in the children's area, and David reminded everyone about the trustee training the Utah State Library was holding at Hyrum Library on October 23.
- Annie moved to adjourn the meeting. It was voted upon and approved. The public meeting adjourned at 7:25 PM.