

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, October 21, 2025, 6:00pm

Members Present:

Ian Harding, Chair

Stacy Jardine, Vice Chair

Dave Hipp, City Council Rep.

Mike Adams

Joe Dutson

Tiffani Ballingham

Barbara Poelman

Elizabeth Schow, Library Dir.

Liz Martinez, Admin. Asst.

CC:

Mayor DJ Bott & Derek Oyler

Opening of Meeting:

Ian Harding called the meeting to order.

Trainings:

Open Public Meetings Act Presented by Nicole Cottle, Brigham City Attorney

Nicole Cottle presented this training to members of the Library Board.

Trustee Responsibilities Presented by Rachel Lenahan, Utah State Library Training Coordinator

Rachel Lenahan presented this training to members of the Library Board.

Consent Items:

Ian Harding introduced one consent item:

1 – Approval of the September 16, 2025, Library Board Meeting Minutes

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

Unfinished Business:

Presentation to the Brigham City Council 2025

The presentation to the Brigham City Council was postponed. Elizabeth Schow confirmed the new presentation date of November 20th with members. Ian Harding, Tiffani Ballingham, and Elizabeth Schow reviewed the planned presentation with members. Dave Hipp suggested including a young patron in the presentation as well.

New Business:

Review of the September 2025 Voucher Statement

Joe Dutson asked how much the library uses its Zoom license. Elizabeth Schow stated that Zoom is used as an option for some programs to provide additional accessibility for patrons who may not be able to come to the library in person.

Stacy Jardine asked about the future of overdue fines. Elizabeth Schow stated that she is working with other City Departments on a consolidated fee schedule. Instead of having fines and fees recorded in the Library's Circulation Policy, they will be in the consolidated fee schedule which will be prepared and presented to the Brigham City Council. Any new Circulation Policy would reference the approved consolidated fee schedule. Board members

requested that a discussion on overdue fines be added to the next meeting. Ian Harding also requested that members receive a distribution item listing the current fines/fees for the Brigham City Library.

Staffing Update

Elizabeth Schow shared that Camron Erickson was hired as the new Reference and Technology Librarian.

Library Programming Update

The Utah Humanities Book Festival programs have been going well, as have English classes. The new Early Reader Book Club has been popular; each month's available spaces reserve quickly. LEGO Club has had great attendance numbers. National Novel Writing Month is coming up in November, and Storytimes will continue through November with a break in December.

Stacy Jardine asked if Library staff have thought about having local businesses donate the cost of the books given to participants in the P/K and Early Readers groups. Elizabeth Schow stated that staff have not had businesses sponsor these programs, but that this may be a good option in the future.

Marketing and Publicity Spotlight

Elizabeth Schow encouraged members to let the public know about the Pages & Paws with Porter and the Early Readers Book Club programs so that a wider range of patrons can participate in these programs.

Upcoming Training: Book Challenges

Elizabeth Schow asked if any board member would be interested in helping present this training during the next meeting, specifically covering the Freedom to Read Statement. Ian Harding volunteered to help with this presentation.

Other Items

None discussed.

Distribution Items:

Marketing and Publicity Packet

Revenues and Expenditures: August 31, 2025 & September 30, 2025 (Both Unavailable)

Library Statistical Reports: September 2024 – September 2025

Collections and Overdue Items Statistics: October 2025

Staff Meeting Minutes: July 23, 2025, August 27, 2025, & September 17, 2025 (Final 2 Unavailable)

Announcements:

The next Board Meeting will be on Tuesday, November 18th, 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 7:21pm.

Distributed 11/19/2025