

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, November 18, 2025, 7:00pm

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:

Book Challenge Training Presented by Elizabeth Schow and Ian Harding

Ian Harding reviewed the Freedom to Read Statement and the Library Bill of Rights. Elizabeth Schow reviewed the Library's Collection Development Policy and Request for Reconsideration of Materials Form.

Consent Items:

Ian Harding introduced one consent item:

1 – Approval of the October 21, 2025, Library Board Meeting Minutes

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

Unfinished Business:

None

New Business:

Review of the October 2025 Voucher Statement

Joe Dutson asked about the "Library Access Control System" charges to the Capital Projects line. Elizabeth Schow stated that these charges are for the new door access system, which will utilize access through staff ID badges instead of traditional metal keys.

Overdue Fines

Elizabeth Schow introduced the current fines/fees schedule for the library, highlighting two sections, damaged and lost items, and overdue fines. Elizabeth stated that the staff of Brigham City Corporation are working on a consolidated fines/fees schedule to present to the Brigham City Council. This schedule will include library fines/fees. Elizabeth asked the Board for their preference; would members like library staff to draft a schedule that eliminates overdue fines or would members prefer to maintain overdue fines?

Joe Dutson stated his opinion that eliminating overdue fines would benefit the community. Dave Hipp and Mike Adams agreed. Ian Harding agreed as well, stating that spending staff time on these fines doesn't seem to be worth the amount of income they generate. Tiffani Ballingham agreed with Ian Harding.

Strategic Plan Review 2025

Elizabeth Schow presented aspects of the strategic plan that have progressed or been completed within the last year.

The restroom renovations have been completed. The modification to the circulation desk is underway, which will create an additional workstation and an accessible service point. Changes to the door access system are also underway and are expected to be completed soon. Staff are still in the early stages of planning the window replacement project for the basement of the Carnegie building.

Several new programs have been created this year, including Pages & Paws with Porter, the Early Readers Book Club, and a monthly LEGO club.

There have been many opportunities for staff to cross-train in various duties this year. Both part-time and full-time staff have participated in cross-training. In next year's budget request, there will be a request for additional hours for part-time staff.

In preparing next year's budget request, there will be a request for funds to upgrade service assistance for the library's current integrated library system, SirsiDynix.

Library Programming Update

This item was postponed due to time constraints.

Marketing and Publicity Spotlight

This item was postponed due to time constraints.

Other Items

None discussed.

Distribution Items:

Marketing and Publicity Packet

Library Statistical Report: October 2024 – October 2025

Collections and Overdue Items Statistics: November 2025

Staff Meeting Minutes: August 27, 2025 & September 17, 2025 (Both Unavailable)

Announcements:

The next Board Meeting will be on Tuesday, January 20th, 2026, at 7:00pm.

Adjournment

Joe Dutson motioned to adjourn the meeting. Barbara Poelman seconded the motion. All were in favor. The meeting adjourned at 8:06pm.

Distributed 1/20/2026