

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, March 17th, 2026, 7:00pm

Members Present:

Ian Harding, Chair

Mike Adams

Barbara Poelman

Stacy Jardine, Vice Chair

Tiffani Ballingham

Elizabeth Schow, Library Dir.

Robin Troxell, City Council Rep.

Joe Dutson

Liz Martinez, Admin. Asst.

Guests:

Tom Kotter, Community and Economic Development Director

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 February 17, 2026, Library Board Meeting Minutes

Mike Adams motioned to approve the consent item as presented. Stacy Jardine seconded the motion. All were in favor. Motion passed.

Training:

Budget and Library Board Role Training

Tom Kotter discussed the library's incorporation into the General Fund which began July 1, 2025. Previously, there had been a separate tax rate assigned to the library. This rate has now been rolled into the general operation rate for Brigham City. Tom stated that this change was made to facilitate the large capital project needs of the library without having to raise the library tax rate.

The library's fund balance, largely consisting of unspent revenues collected from the previous library tax, is restricted and may only be used for the library. Any donations made to the library or revenue from book sales also go into this fund. The balance of the Library Fund is intended to be used for capital projects. These are one-time expenses that the Library Board and staff advocate for, and the expense is either approved or rejected by the City Council.

Tom Kotter also discussed upcoming economic development projects and opportunities that are coming to Brigham City. Board members thanked him for his time and expertise.

Library Board Role Training was postponed to a future meeting.

Unfinished Business:

Budget 2026-2027 FY

Elizabeth Schow discussed updates and modifications from the previous draft of the budget.

Barbara Poelman motioned to recommend the current draft of the budget for consideration in the mayor's budget. Joe Dutson seconded. Robin Troxell abstained from voting. All other members were in favor. Motion passed.

Library Fees – for the Consolidated Fee Schedule

This item has been postponed to a future meeting.

New Business:

Review of the February 2026 Voucher Statement

No discussion.

Library Recertification Inspection – April or May 2026

Elizabeth Schow explained that this inspection is a requirement for library recertification. She asked for two board members who would be willing to participate in this inspection. Tiffani Ballingham volunteered as the primary member. Should Tiffani have a scheduling conflict, Stacy Jardine volunteered as the secondary member.

Suggestions for Possible Library Board Appointees

Both Barbara Poelman and Ian Harding will be at the end of their terms in June 2026. Elizabeth Schow read off the current list of name suggestions for possible service on the Library Board. Board members added some names to this list. Library staff will reach out to these individuals to check their availability and willingness to serve.

Library Programming Update

Porter from "Pages and Paws with Porter" has sadly passed away. Staff have been working to get a new dog, Farnham, authorized so the program can continue. There will be some rebranding of this program to reflect the change.

Marketing and Publicity Spotlight

The library has two partnered programs coming up. A Caregiver Burnout Seminar will be presented by Utah State University on March 31st; and a Localscapes class will be presented by the Utah Division of Water Resources on April 16th.

April 19th-25th will be National Library Week. There will be passive programs, a puzzle swap event, and prize drawings.

Other Items

Joe Dutson asked when volunteers will be needed for the summer literacy program. Elizabeth Schow said that there should be a new application link posted within the next week or two. Moving forward, applications for volunteers will only be opened when there is a specific library need for them.

Distribution Items:

Marketing and Publicity Packet

Library Statistical Report: February 2025 – February 2026

Collections and Overdue Items Statistics: March 2026

Staff Meeting Minutes: January 28, 2026

Announcements:

Members were asked to complete the 2026 Financial Disclosure Statement and return it to Donna Pett as soon as possible.

The next Board Meeting will be on Tuesday, April 21st, 2026, at 7:00pm.

Adjournment

Barbara Poelman motioned to adjourn the meeting. Tiffani Ballingham seconded the motion. All were in favor. The meeting adjourned at 8:00pm.

Distributed 4/22/26