

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, April 21st, 2026, 7:00pm

Members Present:

Ian Harding, Chair
Stacy Jardine, Vice Chair

Mike Adams
Tiffani Ballingham
Joe Dutson

Barbara Poelman
Elizabeth Schow, Library Dir.
Liz Martinez, Admin. Asst.

Members Absent:

Robin Troxell, 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 March 17, 2026, Library Board Meeting Minutes

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

Unfinished Business:

Consolidated Fee Schedule Update

Elizabeth Schow shared the updated library fees as approved by the Brigham City Council during their April 16, 2026 meeting. Elizabeth highlighted the differences between previous and updated library fees. All fees charged by Brigham City will be listed in the Brigham City Code.

Ian Harding asked if the updated fee schedule affects current library policies. Elizabeth stated that several policies will require rewrites. Until these policies are rewritten, the City Code's consolidated fee schedule will supersede any fee listed in an older policy.

New Business:

Review of the March 2026 Voucher Statement

Joe Dutson noted the purchase of more tablets and asked if this purchase was made because the collection is expanding. Elizabeth Schow stated that older educational tablets have been weeded; the new tablets have been purchased to refresh the collection.

Library Programming Update

National Library Week is taking place April 20-25. As part of the week's events, Nannette Bauer offered a Puzzle Swap program on Monday, which was well attended. There are also passive programs that encourage patrons to explore the library throughout the rest of the week. Patrons can use these activities to fill out a National Library Week BINGO card. Completed cards can be entered into one of several prize drawings.

Marketing and Publicity Spotlight

Staff recently attended a large outreach event at Golden Spike Elementary School.

Volunteer tutors are needed to help with the Stay-on-Track program this summer. Volunteer applications for tutors are now open through a link on the library's website. The Stay-on-Track program helps approximately 25 students (1st, 2nd, and 3rd graders) every summer who need extra literacy help. Tutors will meet with students twice a week from June 8th to July 30th for up to 30-minute sessions. Anyone interested in volunteering is encouraged to apply. Volunteer applications should be completed before the beginning of May, if possible. Training for volunteers will be offered in mid-May by Linda Ashcraft, Literacy Coordinator.

Other Items

Mike Adams asked for more information about the Safe at Home program. Elizabeth Schow explained that the Safe at Home program is intended to protect victims of domestic abuse or other situations which place individuals at risk by keeping their living location private. Library staff have special instructions for how to issue library cards to patrons who are participants in the Safe at Home program.

Distribution Items:

Marketing and Publicity Packet

Library Statistical Report: March 2025 – March 2026

Collections and Overdue Items Statistics: April 2026

Staff Meeting Minutes: February 25, 2026 & March 25, 2026

Announcements:

The next Board Meeting will be on Tuesday, May 19th, 2026, at 7:00pm.

Adjournment

Barbara Poelman motioned to adjourn the meeting. Joe Dutson seconded the motion. All were in favor. The meeting adjourned at 7:35pm.

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