

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, May 19th, 2026, 7:00pm

Members Present:

Ian Harding, Chair

Stacy Jardine, Vice Chair

Robin Troxell, City Council Rep.

Mike Adams

Tiffani Ballingham

Joe Dutson

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.

Consent Items:

Ian Harding introduced one consent item:

1 – Approval of the April 21, 2026, Library Board Meeting Minutes

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

Unfinished Business:

None

New Business:

Review of the April 2026 Voucher Statement

Stacy Jardine asked for more information about the CLEF (Community Library Enhancement Fund) State Grant expenditure line. Elizabeth Schow explained that certified public libraries are eligible for CLEF grant funds. The State Legislature approves the overall amount, and the State Library handles the grant process and the distribution of funds. This money was expended on online databases, educational tablets, and OverDrive digital content.

Library Programming Update

All volunteer tutors have completed their training for the Stay-on-Track program. There are ten tutors and twenty-one students participating in the program this summer. Linda Ashcraft will also be holding family literacy classes during the upcoming months. For this program, parents are invited to bring their children and come to the class to learn how to provide effective reading support for their child. These classes will be on select Monday evenings.

Summer Reading registration begins on June 1st. Kids, teens, and adults can all register for read-at-home challenges. “Storytime,” “Big Reads,” and “Books, Babies, and Bubbles” will be held weekly during June and July. Special programs including “LEGO Club,” a “Mini-Archeological Dig,” and “Unearth Your Family History” will also be held during June and July.

USU (Utah State University) will be partnering with the library for an “Opening the Door to Home Ownership” program on June 6th.

Marketing and Publicity Spotlight

This item was combined with the one above.

Other Items

Ian Harding asked about library policies. Now that the library's fees are included in Brigham City's consolidated fee schedule, how soon do updates on individual departmental policies need to happen? Elizabeth Schow stated that several policies do need updates, but in the meantime, the Brigham City code supersedes any fees listed in library policies.

Stacy Jardine asked how the library has been getting the word out about fee changes, particularly regarding the elimination of local overdue fees. Elizabeth stated that library staff have been passing along the information as patrons have come to check-in and check-out materials.

Ian Harding asked how the search for new Library Board members has gone. Elizabeth shared that new Board members have been selected by Mayor Bott, have accepted their nominations, and will be announced during the Brigham City Council meeting on June 18th.

Tiffani Ballingham asked about the recent library safety inspection. Stacy Jardine reported specific details regarding the inspection, sharing that the list of items to be fixed was shorter than in past years.

Distribution Items:

Marketing and Publicity Packet

Library Statistical Report: April 2025 – April 2026

Collections and Overdue Items Statistics: May 2026

Announcements:

The next Board Meeting will be on Tuesday, June 23rd, 2026, at 7:00pm.

Adjournment

Barbara Poelman motioned to adjourn the meeting. Stacy Jardine seconded the motion. All were in favor. The meeting adjourned at 7:21pm.

Distributed 6/23/2026