

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, June 23rd, 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 and welcomed visitors.

Consent Items:

Ian Harding introduced one consent item:

1 – Approval of the May 19, 2026, Library Board Meeting Minutes

An edit was requested and the minutes were altered. Barbara Poelman motioned to approve the consent item as corrected. Mike Adams seconded the motion. All were in favor. Motion passed.

Unfinished Business:

None

New Business:

Review of the May 2026 Voucher Statement

Stacy Jardine noted the purchase of new programming chairs. Elizabeth Schow confirmed that eighty chairs were purchased and have replaced the old collection of programming chairs. The new chairs have a higher weight capacity and more compact storage than the previous ones.

Stacy Jardine also commented that the new desk for the Children's Librarian looks very nice. Elizabeth Schow said that larger shelves for the board book collection were purchased at the same time which will allow for the expansion of that collection in the future.

New Library Board Members

Elizabeth Schow shared that during the June 18, 2026, City Council meeting Mayor Bott nominated Lanae Ayotte and Kurt Manship as new Library Board members effective July 1, 2026. The City Council approved these nominations. Current Board Members welcomed the new members, who were both present.

2026-2027 Library Board Officers

Elizabeth Schow reviewed the Library Board by-laws regarding the traditional rotation of officers and the option to nominate members for officer positions.

Barbara Poelman made a motion nominating Stacy Jardine as Chair and Tiffani Ballingham as Vice Chair for the 2026-2027 fiscal year. Joe Dutson seconded the motion. All were in favor. Motion passed.

Library Programming Update

Elizabeth Schow shared that Summer 2026 has already been very busy and events have been well attended. Patrons of all ages can continue to register for the Summer Reading Challenge until July 18th. Upcoming events include a Family History program and continued Storytimes.

Robin Troxell asked for more information about the Writing Challenge program. Elizabeth Schow explained that this is a short event held before the Writing Critique program. Elizabeth asked Board Members to advertise Writing Group programs to interested parties, because critiques require at least 5 registrants for the program to take place. These programs are advertised through press releases, the Library's website, and the Library's Facebook page. Robin Troxell suggested reaching out to the English Departments at the Utah State University Extension and Box Elder High School to advertise these programs as a local resource to their students.

Marketing and Publicity Spotlight

Elizabeth Schow highlighted the upcoming Puzzle Swap program on August 19, 2026. Participants can donate gently used puzzles at the Library and receive a ticket for each puzzle. Tickets can then be redeemed on August 19th for puzzles at the swap. Participants who donate puzzles ahead of time may get early access to the swap, but puzzles will also be accepted at the time of the event.

Other Items

Tiffani Ballingham asked if the Library planned on participating in the Peach Days Parade. Elizabeth Schow stated that the Library has not participated in previous years because of the Book Sale hours beginning so shortly afterward. However, if Board Members would like to participate in future parades, staff could assist in facilitating that. Members discussed the staffing concerns and the amount of work needed to facilitate participation in the Parade. No decision was made regarding this suggestion.

Robin Troxell asked to review the change to the Library's fee schedule. When the Brigham City Council approved the new version of Brigham City's fee schedule in April 2026, the Library stopped charging local overdue fees because they were no longer listed in the approved fee schedule. Elizabeth Schow stated that the overall response from patrons regarding this change has been positive.

Distribution Items:

Marketing and Publicity Packet

Library Statistical Report: May 2025 – May 2026

Collections and Overdue Items Statistics: June 2026

Staff Meeting Minutes: April 22, 2026

Announcements:

The next Board Meeting will be on Tuesday, August 18th, 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 7:43pm.