

Approved Minutes of the Brigham City Library Board Meeting

Tuesday, August 18th, 2026, 7:00pm

Members Present:

Stacy Jardine, Chair

Tiffani Ballingham, Vice Chair

Robin Troxell, City Council Rep.

Mike Adams

Lanae Ayotte

Joe Dutson

Kurt Manship

Elizabeth Schow, Library Dir.

Liz Martinez, Admin. Asst.

CC:

Mayor DJ Bott & Derek Oyler

Opening of Meeting:

Stacy Jardine called the meeting to order.

Welcome to New Members:

Stacy Jardine recognized new members Lanae Ayotte and Kurt Manship. Current members and staff introduced themselves and welcomed the new members.

Training:

Nicole Cottle, Brigham City Attorney, presented the Open and Public Meetings annual training. She highlighted Utah's public notice website and discussed Utah's laws and regulations for public meetings, which include the requirements to give public notice of meetings, to hold public meetings in public – with specific exceptions that may be used for closed sessions, and to diligently record public meetings and make these records available for public consumption.

Members thanked Nicole Cottle for her time and excellent training.

Consent Items:

Stacy Jardine introduced one consent item:

1 – Approval of the June 23, 2026, Library Board Meeting Minutes

Joe Dutson motioned to approve the consent item. Tiffani Ballingham seconded the motion. All were in favor. Motion passed.

New Business:

Review of the June 2026 and July 2026 Voucher Statement

Stacy Jardine asked for more information about the increased expenditure on the library's telephones in the June 2026 Voucher Statement. Elizabeth Schow explained that during this time, Brigham City installed new desk phones and changed service providers. The increased expense was related to these changes.

ALA 2026

Elizabeth Schow reported that during the American Library Association conference she was able to speak with several vendors regarding future library projects including RFID conversion, book lockers for patron use, and selling weeded titles.

Staffing Update

The library has open positions for Temporary English Teachers to teach ELL classes. Staff hope to hire two applicants who will start teaching classes twice weekly at the end of September.

The library will also soon post an open position for a Library Specialist for Education and Outreach who would oversee ELL classes, help for struggling readers, and assist with community outreach events.

Library Programming Update

Elizabeth Schow highlighted the upcoming Puzzle Swap event and the Peach Days Book Sale. ELL classes and Storytimes will begin again the week of September 21st. The Parent/Kid Book Group, the Wild About Nature Reading and Discussion Series, Pages and Paws, and Writing Group events will continue to be held throughout the year.

Marketing and Publicity Spotlight

Elizabeth Schow demonstrated the Brigham City app to members, which connects citizens to ongoing news and events within Brigham City, including events and programs at the library.

Other Items

There will be some changes to Brigham City's public meetings coming soon. Elizabeth Schow and Liz Martinez will be contacting members individually before September's meeting to ensure each has access to the new system.

Distribution Items:

Marketing and Publicity Packet

Library Statistical Reports:

- June 2025 – June 2026
- FY24-25 – FY25-26
- July 2025 – July 2026

Collections and Overdue Items Statistics: August 2026

Staff Meeting Minutes: May 27, 2026

Announcements:

The next Board Meeting will be on Tuesday, September 15th, 2026, at 7:00pm.

Adjournment

Joe Dutson motioned to adjourn the meeting. Tiffani Ballingham seconded the motion. All were in favor. The meeting adjourned at 7:58pm.

Distributed 9/16/2026