Approved Minutes of the Brigham City Library Board Meeting

Tuesday, September 15th, 2026, 7:00pm

Members Present:

Stacy Jardine, Chair
Robin Troxell, City Council Rep.
Mike Adams
Lanae Ayotte
Joe Dutson
Kurt Manship
Elizabeth Schow, Library Dir.
Liz Martinez, Admin. Asst.

Members Absent:

Tiffani Ballingham, Vice Chair

CC:

Mayor DJ Bott & Derek Oyler

Opening of Meeting:

Stacy Jardine called the meeting to order.

Training:

Trustee Responsibilities

Rachel Lenahan, Utah State Library Training Coordinator, presented the Trustee Responsibilities annual training.

CivicPlus Board Portal Training

Liz Martinez, Library Administrative Assistant, presented Brigham City's new CivicPlus Agenda and Meeting Management system, demonstrating to members how to access meeting items through the Board Portal.

Consent Items:

Stacy Jardine introduced one consent item:

1 – Approval of the August 18, 2026, Library Board Meeting Minutes

Kurt Manship suggested a change to the minutes to clarify the number of job openings available at the library. This change was incorporated.

Joe Dutson motioned to approve the consent item as amended. Kurt Manship seconded the motion. All were in favor. Motion passed.

New Business:

Review of the August 2026 Voucher Statement

Robin Troxell asked how frequently the library receives the State Grant revenue. Elizabeth Schow stated that 90% of the grant amount is received at the beginning of the grant period. August's voucher statement reflects this payment. The final 10% will be received after the grant report is submitted.

Stacy Jardine asked about the purchase of laptops. Elizabeth Schow stated that these new laptops were purchased to replace older machines, some designated for staff use and some which check out for patron use. IT maintains a replacement schedule for all computers to ensure hardware stays up to date.

Joe Dutson noted the large annual purchases such as the Utah Code, the Gale legal forms database, and the periodical subscriptions, then asked how staff determine if these items are used by the public. Elizabeth Schow stated that staff review available usage statistics annually before making the decisions to repurchase these items.

Lanae Ayotte asked if staff have a monthly average amount that is spent on new books for the collection. Elizabeth Schow offered to bring a review of these expenses for the last fiscal year to the next board meeting.

Library Programming Update

Storytimes and English classes will begin again within the next week, and both the Pages & Paws and P/K Book Groups will be continuing. The Utah Humanities Book Festival is coming up in October and National Novel Writing Month is coming in November.

Marketing and Publicity Spotlight

Elizabeth Schow distributed information about the Utah Humanities Book Festival events and stated that a report on the library's book sales from Peach Days and throughout the year will be included in the distribution items for next month's meeting.

Other Items

Robin Troxell discussed the recent Facebook conversations about the library's non-resident fees, asking if there was a particular way board members should respond to inquiries about the non-resident fee. Elizabeth Schow did not offer advice for how board members should use their individual social media accounts, but did state that staff frequently let non-residents know that the library is funded through Brigham City tax dollars. Because of this, the library charges a fee for households living outside of Brigham City that is equitable to what resident households pay in their taxes. Members also discussed the Weber County reciprocal borrowing agreement and non-resident student and teacher cards that allow qualifying non-residents to receive a library card without paying the non-resident fee.

Mike Adams noted that the number of total library cards listed in the statistical report was lower than at the same time last year. Elizabeth Schow explained that this was due to a heavy weed of older cards. After the City Council passed the new consolidated fee schedule, many of these older cards became eligible for deletion because they no longer had overdue fines listed on the account.

Distribution Items:

Marketing and Publicity Packet
Library Statistical Report: August 2025 – August 2026
Collections and Overdue Items Statistics: September 2026

Announcements:

The next Board Meeting will be on Tuesday, October 20th, 2026, at 7:00pm.

Adjournment

Joe Dutson motioned to adjourn the meeting. Mike Adams seconded the motion. All were in favor. The meeting adjourned at 8:12pm.

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