

**LIBRARY ADVISORY COMMISSION MEETING
MARCH 11, 2015 - 6:00 P.M.
BOOK DISCUSSION GROUP ROOM**

MINUTES

Attending:

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LAC: Darla Baker, Ben Beeson, Courtney Burns, James Jones and Tom Macdonald (City Council Representative)

Excused: Julene Butler, Gloria Cronin and Terri Potts Smith

Staff: Sheron Buttars and Charlene Crozier

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1. Review minutes from meeting on January 14, 2015

A. The minutes from the meeting on January 14, 2015 were reviewed. Darla Baker motioned to approve the minutes. Courtney Burns seconded the motion. The motion was approved unanimously.

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2. Report on carpet installation and maintenance closure

A. Charlene Crozier reported the Library was closed from 6:00 p.m. on Saturday, February, 7th thru 9:00 a.m. on Tuesday, February 17th. The carpet installation was not completed when the Library reopened. The Children's Mezzanine was closed to patrons and staff pulled books for patrons. The Children's Mezzanine reopened to patrons on Friday evening, February 20th. The book shelves on the main floor and the large CD shelves in Media were moved using sliders and carpet was installed and the shelves were moved back in place. The other shelves are bolted in place so the bottom shelves were emptied and the shelve bottoms were removed and the carpet was installed around the shelving units in Media and on the Children's Mezzanine. Color tiles were installed in a confetti pattern in the Storytelling Wing and in the wedge across from the Children's Reference Desk on the Main Floor. The carpet was installed on the bridge to tie the carpeting together in the two buildings. The new more heavy duty carpet was installed in the elevators in both buildings and in the entryway in the North Wing.

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3. Update on ILS

A. Charlene Crozier reported the RFP (Request for Proposal) has been published for the ILS. The bids are due by March 20th. The bid was sent to six or seven of the proprietary providers as well as through BidSync and COHA. Charlene and Joshua Sorensen have been working with the City's IT Department staff as they have prepared the RFP. New servers have been ordered in preparation for the new ILS. James Jones will be working with the Committee once the bids are received and the selection process moves forward. Tom Macdonald asked James Jones what system is used at Orem High School in the library. James responded that the Alpine School District uses

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Alexandria, as the school libraries don't need the same level of sophistication that public libraries need. Charlene Crozier said the new ILS system will be set up with a five year maintenance plan. The current plan is once the new system is selected it will be set up and it will be used in the back of house and tested so as many of the bugs can be worked out as possible before it is available to the public. Tom Macdonald asked what the cost will be for the software and maintenance. Charlene said the cost for software is anticipated to be around \$120,000 and maintenance will be in addition to that cost. Courtney Burns asked if the new software will allow patrons to place more than one book at a time one hold. Charlene said input from the Commission would be appreciated and the new software will allow a new level of searching and ease for patrons.

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4. Library programs and upcoming events

A. Charlene reported that last night Wycliffe Gordon performed and there was a full capacity crowd. Wycliffe Gordon is a legendary trombone and trumpet player. The concert was held in front of the fireplace, and Mr. Gordon played with the BYU Dixieland Band. Mr. Gordon was brought in using grant funds and in partnership with BYU. Charlene shared that the concert this evening would be An Rogaire Dubh, which is a community favorite and always has a very large audience. The upcoming programs include Research Revolution, which will focus on STEM topics. The Research Revolution programs will bring out a lot of high school students. James Jones said he thinks these programs are great as they motivate the high school students. James said he has seen the flyers at the high school. Charlene shared that the Summer Reading theme will be nature.

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5. Staffing changes

A. Lanell Reeder, the Adult Teen Librarian, retired at the end of February. Lanell helped with the interviews, and a number of applicants were interviewed. Mindy Hale has been an Associate Librarian and has worked in the Reference Department for a number of years. Mindy has been promoted to the Adult Teen Librarian position. Darla volunteers in Mending and Processing. Darla has worked with Mindy, as Mindy has been the supervisor over that area. Darla said Mindy has done a great job and is very talented. Tom Macdonald requested that an Organization Chart be sent to him and the Commission members so they can see the employees that work in each area.

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6. Other

A. Charlene reported that the budget process has begun. Requests for additional budget items have been submitted. No additional employees have been requested. A new copier has been requested, as the current copier has over 1 million copies, and replacement parts are becoming difficult to locate for this machine. With the new ILS being put in place ongoing ILS maintenance will be needed, so that has been added as

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a request for next fiscal year. The internet bandwidth is in the process of being upgraded to one terabyte. The upgrade will be paid from CLEF Grant funds. The CLEF Grant is \$20,163 this year, last year the CLEF Grant was \$19,965. The CLEF Grant can be used for collection, public technology or outreach efforts. Charlene said the library staff will discuss how the grant funds will be utilized.

B. Charlene reported that the Police Department is hosting an Open House as an outreach to the Hispanic community. The Open House will be held on Tuesday, March 31st at 6:00 p.m. at Sharon Elementary in the cafeteria. All city departments will be represented at the Open House. City Services will be focused on and the Open House is being held to help build relationships with the Hispanic community. James offered to help at the Open House, since he speaks Spanish. He asked that he be sent a reminder just prior to the Open House.

C. Ben Beeson asked how the Commission is doing with Commission members. Sheron reported that Julene had e-mailed that she had another commitment and was not able to be attend. Gloria Cronin has not attended the last several meetings. Charlene or Sheron will follow up with Gloria and see if she is still able to serve on the Commission.

D. There was a discussion regarding the back of house services in the library. It was decided that the May Commission meeting include a tour of the back of house areas and to see the North Wing with the new carpeting and other upgrades made during the maintenance week closure.

E. The next meeting will be held on May 13, 2015.

F. The meeting adjourned at 6:30 p.m.

Approved on May 13, 2015

Sheron Buttars, Administrative Secretary