

Price City Library Board Meeting Agenda

Meeting Information

Date: October 13, 2015

Time: 4:00 pm

Location: Room 106, Price City Hall

Preparation for Meeting

Please read:

- All attachments

Roll Call

Present

Excused

Consent Items – No discussion necessary but needs a motion to approve

1. Approval of minutes for the September 8th meeting (attached)
2. Program report (attached)
3. Monthly Statistics (attached)

Board Member Report

4. Give each member time to report on library activities in the past month.

Action Items

5. Report on logo (Norma send out flyers)
6. Report overdue committee
7. Web update—changes on events
8. Active ReEntry

Agenda Items

9. Discussion with Bret about database
10. Technology (see previous meeting)
11. Suggestion box concerns

Other business

Other Notes or Information

Next Board meeting will be November 10, 2015

Price City Library Board Meeting Minutes

Roll Call:

Present – Eric Snow, Melody Bradford, Norma Procarione, Bob Tanner and Layne Miller.

Excused – Natalie King, Bret Cammans and Lindsay Lauridsen

Consent items 1-3

Motion to approve the July and August minutes and reports was made by Eric Snow, seconded by Melody Bradford. Motion carried.

Board Member report:

Eric Snow reported on the pool party for the young adults participating in summer reading. The pool party was our end of year closing event. Though attendance was small, he heard it was great fun. He suggested more PR for events throughout the summer. He feels if kids know about our events we could get more community attendance. Eric will let other teacher know of events and activities at the library. Eric Snow spoke with Leslie Smoak. She is the art teacher at the high school. They are interested in having an art show at the library. Each month, art from a different school will be featured. Art will be placed on the top of the library shelves. Eric feels it will be a great way to get people into the library. Layne was interested in showcasing the winners in city hall with an open house. Eric will report back to Ms. Smoak. We discussed the possibility of having a patron's choice, where the patrons would vote for their favorite.

Melody Bradford was approached by a friend with a list of concerns. Basically they deal with communication or the lack there of. People are not aware of the board changes (i.e limited DVD checkout). She suggested we find a way to communicate the changes to the public. Suggestions include keeping the website up to date, make sure events are posted on Facebook, etc. Bob Tanner suggested having a signup sheet for patrons who are interested in receiving information by e-mail. Our current circulation program does do e-mail but has no texting option. Norma sent a request to Follett to consider this option for its next upgrade. Eric also uses "remind.com." for his classes. A student signs up and the teacher emails reminder of homework assignments, testing dates, etc. This goes directly to the student's phone and is free of charge. This might be something to consider. He also thought a student volunteer could monitor the social networks and respond to the comment (i.e. Twitter, etc.). Norma will contact Bret about the possibility of having volunteer help and the program options. Layne spoke about having a communication specialist and that person could work with volunteers. The person will have to know library policies if they are to respond to questions.

Melody feels the more we communicate, the more response we get from the community then the more we want to do and the process feeds upon itself. The board comes up with great ideas that never happens or has little attendance and feels if we have other avenues to communications that might not be the case. Good communication will improve community support. Eric reported the people on the board at this time put out a positive view of the library and since he moved here public opinion regarding the library is positive.

Action items:

Active ReEntry:

At last meeting, Natalie inquired about having the PAWS dogs during the year. Norma has been unable to contact Active ReEntry. They did call when she was not available enquiring about Halloween and they will be here for the party. Norma will have to get back with them about reading and maybe doing it at the same time as the elementary book group which will be starting in October. The older children can discuss books and the younger siblings can read to the dogs.

Overdue Committee:

They did not meet.

Logo Update:

There was a meeting. Norma submitted an article to the city, and spoke to the director. The contest is going to go ahead, and Norma will put it on our social media. The Library will offer a 50 dollar gift card to the winner. Eric would like it forwarded to him so he can give it to the teachers at the high school.

Overdue Policy Update:

Norma asked the question about whether they should meet weekly, or if they should just continue what they are doing. Both Bob, and Layne agreed that weekly would be best. Bob said that Wednesdays would be best for him. Norma said a week from Wednesday, and they agreed on the 16th in the board meeting room.

Technology Plans:

We are hoping that we can focus on technology this year. Norma found some small ipads that had a protective ring, but she was told that Sony had a small one designed for children. She told the board that some libraries have them to check out for a year. Other items suggested were, 3d printer

Ceiling mounted projector

Screen

Meeting adjourned

Next board meeting will be on October 13th, 2015.

Overdue Committee
September 23, 2015

Present: Bret Cammans, Bob Tanner, Eric Snow and Norma Procarione

The Overdue committee met to discuss the issue of overdue. The following was presented:

- Statistics on past small claims
- Patron overdue by age
- Total number of patrons
- Total number of materials
- Total number of overdue
- Total amount of fines

After reviewing the information and extensive discussion the committee decided to implement the following immediately:

- Total number of materials to be circulated per person will be reduced from 25 to 15 with the limit on movies remaining at three (3)
- Changes will be posted on the webpage and on our Facebook page
- Late fees per item will be limited to \$2.00

The following is a **beta program with our objective to have a policy in place January 2016**

- Three (3) days before materials are overdue a reminder e-mail will be sent to patrons with an e-mail address on file. The staff will try to encourage patrons to share e-mail addresses
- Three (3) days after materials are overdue, patron

Statistics will be kept on

- Number of e-mails
- Items collected
- How many items returned after the telephone call

The committee will meet periodically until the policy is established. The next meeting will be October 21, 4:00 pm in room 106.

Meeting adjourned 4:55 pm

Toddler and Story Time Report for September 2015

Date: **Sept. 1-3, 2015**

Toddler Time: MON- WED. 21 KID(S) 10 ADULT(S) = 31 TODDLER TOTALS

Story Time: TUES. – THURS. 4 KID(S) 3 ADULT(S) = 7 STORY TOTALS

Craft Idea: Made their own trail-mix and colored a page

Activity: Went on a bear hunt

Date **Sept. 7-10, 2015**

Closed on Monday the 7th for Labor Day

Toddler Time: MON – WEDS. 20 KID(S) 11 ADULT(S) = 31 TODDLER TOTALS

Story Time: TUES. – THURS. 11 KIDS(S) 9 ADULT(S) = 20 STORY TOTALS

Craft Idea: Made a paper tool belt and glued tools on

Activity: Visited the new Miners Memorial

Date: **Sept. 14-17, 2015**

Toddler Time: MON – WED. 27 KID(S) 13 ADULT(S) = 40 TODDLER TOTALS

Story Time TUES. – THURS. 15 KID(S) 10 ADULT(S) = 25 STORY TOTALS

Craft Idea: Made a leaf man

Date: **Sept.21-24, 2015**

Toddler Time: MON- WEDS. 31 KID(S) 18 ADULT(S) = 48 TODDLER TOTALS

Story Time TUES. – THURS. 9 KID(S) 7 ADULT(S) = 16 STORY TOTALS

Craft Idea: Made an owl mask with a wood stick for handle

Date: **Sept. 28-30, 2015**

Toddler Time: MON-WEDS. 22 KID(S) 14 ADULT(S) = 37 TODDLER TOTALS

Story Time TUES-THURS KID(S) ADULT(S) = STORY TOTALS

Craft Idea: Made a bookmark and coloring pages

121 TODDLERS AND 66 ADULTS TODDLER TIME

39 KIDS AND 29 ADULTS STORY TIME

DATE PREPARED: **2-October-2015**