

**APPROVED Minutes of the  
Brigham City Library Board  
Tuesday, January 19, 2016 – 7:30 p.m.**

**MEMBERS PRESENT:**

|                  |                 |          |
|------------------|-----------------|----------|
| Andy Allen       | Scott Lyons     | Sue Hill |
| Melanie Davidson | Boyd Misseldine |          |

**MEMBERS ABSENT/EXCUSED:**

|                |               |                |
|----------------|---------------|----------------|
| Lynda Anderson | De Ann Lester | Linda Ashcraft |
| Alden Farr     | Joyce Dean    |                |

**cc:**

Mayor Vincent  
Jason Roberts

Scott Lyons conducted the meeting.

**REVIEW/APPROVAL OF MINUTES:**

The minutes from the November 17, 2015 board meeting were tabled due to a lack of a quorum of those present at the November meeting.

**VOUCHERS:**

Board members reviewed the vouchers statements for November and December 2015.

Andy Allen moved the vouchers for November and December 2015 be approved. Boyd Misseldine seconded. None opposed. Motion passed.

**LITERACY REPORT:**

Sue Hill said Linda Ashcraft has been really active in her programs. She commented on the following items:

- Linda Ashcraft participated in the Halloween festival and handed out bookmarks and coupons for free books at that event.
- November 16 was a Family Game Night - 25 people attended.
- An article about the book drive was printed in the Box Elder News Journal. Linda Ashcraft had been asked by Sarah Yates, who is over the soup kitchen, to get some books to hand out to the people who come to the soup kitchen. Linda Ashcraft bought some kid's paperbacks through Scholastic at a really good discount and she also had books donated. If the donated books looked new they were kept to give out; if they were not in very good condition she did not use them.

Other literacy information was included in the distribution items.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**Programming Updates**

Book Discussion Group – Sue Hill reported the Shakespeare book discussion group started the first Thursday in January.

James Madison Program – Sue Hill distributed a brochure telling about the James Madison program. People were able to sign up for the book in early September and October. In the fall, she asked all of the scholars for a description of their program, but only one sent in the information she needed by her deadline date. When the

scholars were back in school, she emailed all of them again and they were pretty quick in getting her the information. Press articles were in the Standard-Examiner and the Box Elder News Journal. A letter was sent to the history department heads in both high schools asking them to allow students to attend for extra credit – we usually get a good turn out that way. The program will start with the book *Madison's Gift*. Sue Hill explained a little about James Madison to board members. The professors will be discussing the different parts mentioned in the book. Sue Hill invited board members to attend.

## **Other Items**

### Administrative Changes

Sue Hill said Bruce Leonard, the city administrator, has retired. Jason Roberts, the director of finance, has replaced Bruce Leonard and is in the process of learning his new job. They have put Derek Oyler over the finance department. She is not sure of Derek Oyler's background, but the past finance directors were CPA's and had a long history in finance, so she is sure Derek Oyler probably has the same. Because of those changes, there has been no deadline set as far as the new fiscal year budget. She is sure it will be coming out soon. She talked to Jason Roberts and asked when it will be coming, he said they do not really ask for the budget to be ready until the Mayor's budget meetings in March. He will not be doing it this year, so it should be on Derek Oyler's shoulders. Sue Hill said she will not be doing much changing in the budget. Linda Ashcraft has been at 15 hours per week for the first nine months of her employment. In the past, the position was 20 hours per week. For personal reasons, the past literacy coordinator asked that her hours be lowered to 15 hours per week. Sue Hill said she would like to raise it back to 20 hours per week which is the maximum the library commits to pay. In the summer, especially when all the kids are coming in, it is hard to do all the work that needs to be done with only 15 hours a week.

With all the changes at the city, Sue Hill said she will start talking about justifying a mill levy increase and work with the library board for the next fiscal year, which will be her last year before she retires. It is something that needs to be studied to make sure it is worthwhile.

### Tax Revenues

Sue Hill referred board members to the Revenues and Expenditures sheet. The tax revenues have started to come in. Andy Allen noted the amount showing in the December Revenues and Expenditures sheet. Sue Hill said more will be coming in throughout the year.

### City Council Representative

Sue Hill said Alden Farr will remain as the city council representative for the library board for the 2016 calendar year.

### **DISTRIBUTION:**

- Statistical Annual Report of Public Library Services
- Newspaper Publicity
- Circulation Statistics Reports – July 2014 - November 2015; July 2014 – December 2015
- Revenues and Expenditures – November 2015; December 2015
- Staff Meeting Minutes – November 18, 2015

### **ANNOUNCEMENTS:**

Next Board Meeting: Tuesday, February 16, 2016, 7:30 p.m.

### **ADJOURNMENT:**

Andy Allen moved to adjourn the meeting. Melanie Davidson seconded. None opposed. Motion passed. Meeting adjourned.