

**Approved Minutes of the
Brigham City Library Board Meeting
Tuesday, April 19, 2016 – 7:30 p.m.**

MEMBERS PRESENT:

Lynda Anderson
Melanie Davidson
Alden Farr

De Ann Lester
Scott Lyons

Sue Hill
Joyce Dean

MEMBERS ABSENT/EXCUSED:

Andy Allen

Boyd Misseldine

Linda Ashcraft

cc:

Mayor Vincent
Jason Roberts

Scott Lyons conducted the meeting.

LIBRARIAN REPORT: Susan Behring, Reference Librarian

Sue Hill introduced Susan Behring to Library Board members. Susan Behring started at the library as a clerk, then worked as the secretary, and then changed to reference librarian approximately 1992. She is a wonderful employee. She loves the patrons. She does the computer trainings with Elizabeth Schow usually held after Christmas. She also does programming throughout the year on Wednesday nights and is currently in the process of doing the gardening classes. She buys all the materials upstairs and a lot of the online data bases. She does a great job. Following her introduction, Sue Hill turned the time over to Susan Behring.

Susan Behring said the reference section here in the library is so different now than when she first started. We no longer have a reference section, although there are a few books that still do not check out because they cost so much. Basically everything checks out now. The library used to be really busy at nights - around 8:45 pm it was really hard to get out at night because all the kids were here doing reports; they do not do that anymore. Perhaps they are all on the internet instead. They used to be here doing projects about the Native Americans and mountain men and they had to have a book for their project, but not anymore. They do not look at the encyclopedias anymore; we only have one set upstairs now and it never gets looked at unless a parent comes in and they do not know what else to use.

Susan Behring said most of her job now is trying to help people on the computers. A lot of people come in with no skills at all. She also spends a lot of time helping people print; that is a huge job. The front desk is helping more now with reference because they can look on the internet and find things for people. She helps a lot of people with downloading ebooks – software developers for downloading have not got that system worked out very good yet; they are still trying to get them so you do not have to go through so many steps. It still takes four to five steps to download an ebook as compared to if you just purchase it. People like convenience so a lot do not use library items because of that. Sue Hill said the statistics are going up though, so people are learning to use them.

Susan Behring said she purchases a lot of data bases ranging from learning languages, legal forms, and opposing viewpoints. We have reference books people can view at home dealing with science, fashion, states, world cultures, and mental health. The State Library provides online auto repair manuals, genealogy data bases, newspapers, and many other resources. Susan Behring said she mostly does a lot with local history. People have asked about the street cars, sugar beets factory, silk production, and the Baker Mines. A lot of patrons come in looking for yearbooks from the old Indian School – apparently they did not keep their yearbooks or they could not afford them. We have those yearbooks stored downstairs. People ask a lot of questions about the Bushnell Hospital, unfortunately they did not leave very much information here. She also

helps with the State Library's book buzz. People may have a book group at home and they can get books from the State Library, keep them for a month, and then send them back. She does proctor tests, and does the Interlibrary Loans. If you cannot find a book here, we try our best to find it somewhere and get it from another library. She orders all the magazines, both physical copies and online. The online magazines are really expensive; they went from the same price as a print magazine to about \$80 so we cannot afford very many. Sue Hill said we have entered an agreement with Springville Public to start this year as part of their consortium. We pay an amount to join and with Recorded Book's Zinio there is no limit to the number of magazines. Zinio has about 120 magazines. We will be sharing those and helping them with the price; it will lower our price considerably. Melanie Davidson asked if an online magazine is checked out the same way as an online book. Susan Behring said it is about the same, but through a different data base. Sue Hill said with the online magazines once you download it to your device, it is there forever unless you delete it. You sign up for different ones and they come in as they are produced. Susan Behring and Sue Hill said the State Library also has a magazine data base which they have had free for a year, but we are not sure what they are going to do once the year is over so we went with Springville Public just in case. Sue Hill said Zinio is a lot easier to use than the state version.

Susan Behring said we just purchased a scanner for patrons to use. People can now scan documents for free and email them.

Susan Behring asked if board members had any questions. De Ann Lester said it sounds like the reference librarian job is so different now and she asked Susan Behring if it has been a challenge for her. Susan Behring said it is different now since everyone does reference; she just gets the more difficult reference questions now. She was asked if she does the ordering of all the non-fiction materials. Susan Behring said yes except for the children's biographies – Connie Edwards does those, and Michele Schumann has started ordering the non-fiction children's easy readers. Susan Behring was asked if she feels the non-fiction section is still used quite a bit. She said yes. People still like the cookbooks, crafts, states, travel, animal and dinosaurs. Younger people use the internet more for travel as it is more up to date. With the change in the reference section, all of the non-fiction DVDs are now upstairs. Melanie Davidson said she remembers in school having to use different types of resources for reports; maybe they do not require that now.

Susan Behring was excused following her report.

REVIEW/APPROVAL OF MINUTES:

The minutes from the March 15, 2016 board meeting were reviewed.

Lynda Anderson moved to approve the minutes from March 15, 2016. De Ann Lester seconded. None opposed. Motion passed.

VOUCHERS:

Board members reviewed the March 2016 vouchers statement.

De Ann Lester motioned to pass the March 2016 vouchers. Melanie Davidson seconded. None opposed. Motion passed.

LITERACY REPORT:

Sue Hill referred board members to the literacy report in their packets and asked them to read it. She said Linda Ashcraft is doing a wonderful job. Sue Hill also distributed a small note on grants received for the literacy program; Linda Ashcraft said she forgot to put it in the literacy report. The literacy program received two grants this month – one for \$400 from CCI and one from BRAG – together they add up to \$1,900.

Sue Hill said Linda Ashcraft served on the National Library Week committee. The ESL classes have been going well.

OLD BUSINESS:

Facilities/Maintenance Charges 2014-15 FY

Sue Hill referred board members to the spreadsheet detailing the facilities/maintenance charges for 2014-15. She said the total cost did come up to the amount charged for the 2014-15 fiscal year.

Lynda Anderson asked if this explains the large facilities fee that is in the budget. Sue Hill said yes. Sue Hill said she really has no idea how some of the charges were figured. Board members commented on the amount charged on several items, specifically the charges recorded to fix Susan Behring's pull-out tray and that the amount was way too high. Lynda Anderson felt the charges should be watched more carefully. Sue Hill said we have been working nine months on this year's budget and we do not have any documentation yet so it makes it really hard to watch. Hopefully it will come out quickly. We basically have to trust them. Sue Hill pointed out some of the charges were for the elevator as the elevator had a lot of problems all year. Lynda Anderson commented she understands charging for big things but to fix a pull-out tray for \$155 is excessive.

Board members mentioned it would be nice to receive a quarterly report of the charges. Sue Hill said board members could make a motion and Alden Farr could carry it to the city. She said they do have a secretary now who inputs the information so it should be more accurate, and less from memory. De Ann Lester pointed out the charge to fix the pull-out tray is recorded twice. It is the same description, same amount, but exactly a year later; this could possibly be an input error but the library was charged twice for it. Lynda Anderson said there needs to be better oversight. Sue Hill said for the first year and half, Bob Tuck was told to do all the work, keep track of his time, and put it in the computer, but he never had time to put it on the computer because of all the work he had to do. Some of the jobs were recorded from work requests, but others were not. We do not always see him when he is here so we do not really have an accurate accounting of his time. He does not clock in and out on individual jobs. Joyce Dean explained the description listed on the spreadsheet is what she submits on the work order, it may turn out to be a totally different problem than what the work request said.

Sue Hill said the library still has the water leak despite spending \$30,000 to have the roof re-done, and that was after it was already re-done!

Lynda Anderson motioned the library board would prefer to receive quarterly reports on the facility charges and have more oversight on the repairs and charges. De Ann Lester seconded. None opposed. Motion passed.

NEW BUSINESS:

National Library Week Report

Joyce Dean distributed to board members the statistics from National Library Week which was last week. The handout shows the different events, how many people attended, and the cost. She said probably the most successful thing was the Teddy Bear Hunt. The kids loved it and the parents loved it. It was done every day and the bears were changed every day so people could come back and re-hunt; we had people coming back into the library just to hunt for bears.

The creature encounters event on Monday was awesome. We handed out 75 tickets. Sixty-one ticket holders showed up so then we started calling people on the waiting list. At five minutes to, we just let people in who wanted to go in. Joyce Dean encouraged board members to visit the library's Facebook page to see pictures of the event.

Tuesday night was the Minions Movie; it was probably the best attended movie of the year. Connie Edwards headed up that event and did a great job. She purchased a bunch of cute Minion prizes and treats.

Wednesday was the Make and Take. This was the second time we had done this – the first one was done in the summer with leftover supplies from a Mighty Ugly Workshop. We had several people comment at that time it was a lot of fun and asked us to do it again so we did it for National Library Week. The turnout was really low, perhaps because it was not during the summer. The kids after the story time sessions loved making the bookmarks in the morning though.

Thursday was the Murder Mystery Noshes. We thought we would have an over flow of people but by Wednesday night we were going to cancel the afternoon event since we only had two people registered for the event. That night, one of the clerks came in and said she talked with her daughter and she got a group of friends together so we were able to do both of the sessions. We were so glad we were able to host it especially since the facilitator wrote the script specifically for the event with a library theme and literature characters. The people who came totally loved it and expressed we should do it again but somehow get the word out to the high school kids as they would love it.

Friday was the book fair and it was really successful. It was a buy one, get one free. We had over \$1,100 in sales – you could double that because everyone got free books. We had a lot of good comments. Sue Hill suggested to Linda Ashcraft to do it again the end of November for Christmas gifts. The library did not make any money off of the book fair; we just wanted to get books in homes. Lynda Anderson suggested watching the schools to make sure we do not double book. Melanie Davidson commented the school book fairs are usually held during parent/teacher conferences at mid-term. Joyce Dean said there were a couple of book fairs around the time of National Library Week, but we still had a really good turnout. Sue Hill said the schools usually do not do the two for one as they use the book fair as a fundraiser.

Joyce Dean said throughout the week we had the BINGO contest. We thought this contest would go across better, but we only had 16 entries. The committee is getting together tomorrow morning and will draw for the winners at that time.

We bought a banner for National Library Week that can be used from year to year. We also gave gifts to the library staff for National Library Workers Day.

Joyce Dean said Sue Hill gave the committee \$1,000 to work with; we spent \$838. We thought the week went well. Some things failed so we live and learn. De Ann Lester asked why we thought the Teddy Bear Hunt was so popular. Joyce Dean said the kids just loved hunting for the bears. Sue Hill said it was just a little tiny bear that was zip-tied in its location each morning so it could not be moved. Joyce Dean said the pages hid the bears each morning and we asked them to move them each day; it was our hope to get people to come into the library and see what we have. One father commented “this is the most I’ve ever walked through this library; you have a lot of good stuff!” We have had hunts before that have been successful too.

Programming Updates

None

Other Items

Windows in Children’s Area – Sue Hill distributed a copy of an email she sent to Jason Roberts. She said she talked to Derek Oyler about the library’s leaking window boxes but nothing happened. A new guy has now been hired to oversee the facilities; the week he was hired Sue Hill said she talked to Jason Roberts and he told her to send him a letter and they will have a committee work on it. She never heard back from Jason Roberts or the committee, but Derek Oyler did come over and he saw the damage on the carpet from the water.

Sue Hill said the library has had water leaking in for years; we thought if we changed the sprinkler heads that would fix it, but it just goes forward and shoots back. The contractor who did the seismic upgrade said the soil is too high on the foundation. Sue Hill said the foundation needs to be resealed and she would like to put in a

drip system instead of a sprinkler so it is not hitting the window and dripping into the foundation. She would really like a timer too. Right now they turn the sprinklers on and leave them - it runs too long and wastes water. Scott Lyons asked if none of the city sprinklers are on timers. Alden Farr said he is not sure. Sue Hill said she knows where they turn them on and off. All the sprinkler systems are manual.

Sue Hill said she could pull in money from surplus to pay for the timers. She would really like it to be done before they start watering but they are not moving quickly on this. This would be a joint meeting between the facilities manager and parks and recreation. She does not understand why the city does not put in a timer system. Alden Farr said it could be a power source issue. De Ann Lester said she thinks some of the parks are on a system; she has been there when the sprinklers have come on and no person is there. Joyce Dean said she remembers being at a Girl Scout Day Camp and the sprinklers have come on. Sue Hill said they are definitely over watering the area at the library. Lynda Anderson commented it does not set a good example for the community

DISTRIBUTION:

- Newspaper Publicity
- Circulation Statistics Report – July 2014 - March 2016
- Revenues and Expenditures – March 2016
- Staff Meeting Minutes – March 23, 2016

ANNOUNCEMENTS:

Next Board Meeting: Tuesday, May 17, 2016, 7:30 p.m.

ADJOURNMENT:

Melanie Davidson motioned to adjourn the meeting. De Ann Lester seconded. None opposed. Motion passed. Meeting adjourned approximately 8:15 pm.