



## Price City Library Board Meeting Agenda

### Meeting Information

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Date: October 11, 2016

Time: 4:00 pm

Location: Room 106, Price City Hall, Price, Utah

### Preparation for Meeting

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Please read:

- All attachments

Roll Call

Present

Excused

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

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1. Approval of minutes Program reports (attached)
2. Program report (attached)
3. Monthly Statistics (attached)

### Board Member Report

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

### Action Items

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5. Basement update—plan formulation
6. Update on After School Program
7. Halloween party—October 25, 2016 ; 5-7pm
8. Equipment repair

### Agenda Items

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9. Equipment policy

Other business

### Other Notes or Information

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Next Board meeting

November 8, 2016

PRICE CITY LIBRARY BOARD MEETING  
September 13, 2016

Roll Call: Bret Cammans, Bob Tanner, Lindsay Lauridsen and Norma Procarione.

Excused: Layne Miller, Natalie King and Eric Snow.

Consent items 1-3

Approval of minutes for the July 2016 meeting: Motion made by Bob Tanner, seconded by Lindsay Lauridsen. Motion carried

Approval of Program and monthly statistics report for July and August 2016: Motion made by Lindsay Lauridsen, seconded by Bob Tanner. Motion carried.

Board Member Report:

4. Lindsay reported her children participated in the summer reading program and attended the end of summer party at the Price Wave Pool. Her children said it was very fun and the party was well attended.

Action items:

5. Basement update: Norma and Lindsay told the board about the progress on the mural. Mrs. Denison will need another week. The mural needs to be varnished immediately with the product she has ordered. A second varnish will be added in six (6) months when the mural is completely dry. Until that time, the mural can be damaged. Norma has been keeping the project under wraps and would like to do so until we start moving furniture. Bret suggest Sam be contacted to help with ideas on how to limit contact to the mural. Bob is also concerned about protecting the mural and offered several suggestions (i.e. field fence, etc.).

a. Norma has contacted the Sun Center at USU Eastern and they are willing to help with the move as are the local scout troops.

b. The carpet should be finished by the first of October.

c. Norma would like to have our spook alley in the basement while it is still an open space.

d. Bob discussed his progress on the basement. He has come up with a name for the project. He proposed the Annex @ the Price City Library. The board approved the name. Bob will finish his presentation packet (with Sky's help) and begin to approach local people for donations. Bob asked Bret is he had a copy of the blueprints for the ramp. He will get the design to Norma and she will have professional copies made.

6. New hire: Norma informed the board Tawnya Kulow has been selected for the position of Library Coordinator. There were some difficulties with how holidays fell, city physical and drug testing and getting the results, so she will not start until September 19. Bret reported on how rigorous the process—applicants were required to answer some questions in writing; read a specific book and write any changes they would make after having read the materials. The written materials was sent to two (2) anonymous people who scored the responses; interviews followed. The process took about three (3)

weeks. There was some criticism about the process being too extravagant but it was just different from how the library hired in the past. This process was more thorough.

a. Norma would like to have staff meeting twice a month and close the library for 15 minutes. The Board felt the meetings should be held when the library is not open. Norma will work out the logistic so every staff member can attend. Communication is our focus.

7. CLEP Grant report: Report submitted

8. Summer Reading Report: Report submitted

9. Kid's Café: Norma is attempting to get the library qualified for snacks during the school year. Application materials were sent to the city attorney for approval and the Mayor and Council for signatures. The snacks will be used for the after school program at the library. Castle Heights will start Thursday and after the first of the year Castle Heights and Creekview will have classes Monday – Thursdays.

#### Agenda Items

10. Equipment policy : tabled

11. International Days: Great time with a large turnout

12. Other business: Norma has not had any feedback on what other libraries are using to count wireless usage. Norma asked Lindsay if she would speak with her library about it. Bret will look into building a new access point.

a. Lindsay reported the Provo Library had to cancel all Pokémon Go activities because people were pitching tents outside. Our library Pokémon Go gym is in the Peace Garden. We have had lots of activity but no problems.

Motion to adjourn was made by Bob Tanner

Meeting adjourned at 4:40 pm

np

# Toddler and Story Time Report for September 2016

Date: **Sept. 5-7, 2016**

**Closed Sept 5<sup>th</sup> Labor Day**

Toddler Time: MON- WED. 10 KID(S) 5 ADULT(S) = 15 TODDLER TOTALS

Time: TUES. – THURS. 11 KID(S) 3 ADULT(S) = 14 STORY TOTALS

**Craft Idea:** Colored a library book

Activity: Swimming song

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Date **Sept. 12-15, 2016**

Toddler Time: MON – WEDS. 28 KID(S) 12 ADULT(S) = 40 TODDLER TOTALS

Story Time: TUES. – THURS. 8 KIDS(S) 3 ADULT(S) = 11 STORY TOTALS

**Craft Idea:** Made a paper bear mask

Activity: Went on a bear hunt

After School Program Activity: Had a bear picnic 18(kids) 2(adults)

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Date: **Sept. 19-22, 2016**

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

Story Time TUES. – THURS. 1 KID(S) 1 ADULT(S) = 2 STORY TOTALS

**Craft Idea:** Glued squares on paper to make a quilt

Activity: Beanie Babies song

After School Program: Tangrams 18(kids) 2(adults)

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Date: **Sept.26-30, 2016**

Toddler Time: MON- WEDS. 18 KID(S) 5 ADULT(S) = 23 TODDLER TOTALS

Story Time TUES. – THURS. 13 KID(S) 6 ADULT(S) = 19 STORY TOTALS

**Craft Idea:** Made a pirate patch out of foam

Activity: Walked the plank with paper water and wood boards

After School Program: Pirate Charades 18(kids) 2 (adults)

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**77 TODDLERS AND 32 ADULTS TODDLER TIME**

**33 KIDS AND 13 ADULTS STORY TIME**

**54 KIDS and 6 ADULTS AFTER SCHOOL PROGRAM**

DATE PREPARED: **3-October 2016**

## Monthly Circulation summary

<u>September 2016</u>	<u>Totals</u>	<u>September 2016</u>	<u>Totals</u>
Circulation	3811	Outside programs	142
Downstairs usage	0	YA programs	0
Internet total usage	349	Reference	179
Books used	607	Patrons	4110
Story time	142		
Murphy's Dilemma	0		