

GARDEN CITY LIBRARY
BOARD OF DIRECTORS MEETING

OCTOBER 10, 2018

The regular meeting of the Garden City Library Board of Directors was held on October 10, 2018 at the Garden City Offices located at 69 North Paradise Parkway, Building A, Garden City, Utah. Chairperson Marcia Solum called the meeting to order at 1:10 p.m.

Board Members present were:

Marcia Solum	Carmen Madsen	Ronda Menlove
Natalie Ottley	Debbie Forakis	Doris Mellor
Cathie Rasmussen		

Board Members excused were:

Sharai Hardinger

Visitors present were:

Bill Cox, County Commissioner
Mike Leonhardt – via conference call

Bill Cox opened the discussion regarding senior services in Garden City by asking several questions. What would be really good in Garden City? What are some of the things that people need? Is there an area that services could take place? What about confidential matters? The Board responded that there are individuals that need help in paying their bills, help with the computer, prescription drugs, medicare information, legal documents, and a lot of other questions that have been presented to Cathie Rasmussen in the Library. Individuals ask Cathie to help them with several different items and it takes her time as she is working at the Library. The Board reported that there is a Special Collections room behind the Library that is out of the way and could be used for appointments or regular hours for the use of senior services. Mike Leonhardt stated that if confidential matters is not a concern, computers in the Library could be used. Marcia Solum reported that the Library has a lap top that could be used in the room. Bill discussed that BRAG (Bear River Association of Governments) is available to render service to those that would need help with Social Security information, Medicare information, etc. Mike brought out the possibility that there could be help from the City and the Library would need to put in the budget for a lap top. Bill stated that another item to consider that the individuals that come in for assistance in shopping online, prescriptions, etc. would need to have their own credit card or debit card or their own way of paying. Marcia reported that there have been times when Cathie has used her own credit card to help individuals. She shouldn't have to use her own funds for this purpose.

Discussion ensued as to what time frame we would want these senior services to be available. Should we rotate days or have the same day and time. It was decided that we should have these services available one day per week and also, the same day that the Library is open. Wednesday would work the best and have it opened from 2:00 P.M. TO 6:00 P.M. on that day. As individuals ask questions or need help, they can be referred to what day these services will be available and the times.

Bill Cox reported that he will need time to contact BRAG regarding their services and he will need to get together a job description and advertise for the employee. There will need to have background checks. We will want someone that is trustworthy, confidential matters, can do orders online for prescriptions and shopping, can help with eye glasses, medical forms, tax forms, medicare and the different plans that are available, Social Security benefits, financial questions. There is a food bank in Randolph Senior Center and the County has purchased a new bus and are trying to find someone to drive it. Bill mentioned that the person driving the bus does not have to have a CDL license, just be a competent driver and have good driving skills and experience. The bus would be ideal for individuals that need to go to the bank and buy groceries. The County has a satellite program for food commodities for seniors and food commodities could be brought here from Randolph.

Mike Leonhardt expressed that he would like to meet with Bill Cox and discuss the plans further and the City would be able to help in expediting this center. Mike asked as to when we could get this project going, available now or by the first of the year. Bill stated that he will need time to advertise the position, hire someone and this project needs to be in the County Budget so it was decided that we will start the first of the new year 2019. Cathie Rasmussen would like to be in on the hiring and she will develop a list of items that this person to hired would need to be knowledgeable on. Bill reported that the pay scale would probably be between \$10.00 to \$10.50 per hour and the bus driver about \$10.00 to \$12.00 per hour. The senior services will be an asset to the entire area.

The minutes of the September meeting were presented and Marcia Solum made the motion to accept the minutes and Debbie Forakis seconded the motion. All in favor and motion carried.

Cathie Rasmussen presented the reports for the month of September as follows:

- *There were 303 patrons that visited the Library of which 95 were children.
- *Two new patrons were issued Library Cards.
- *Total circulation for the Library was 2109 and this has increased.
- *There were no volunteers in the Library this month.
- *Monthly cash flow was General Revenue - \$219.70, Book/Video Sales - \$47.00, Donations - \$6.90, and Fundraisers - \$20.00 with a total of \$293.60.
- *Payment Vouchers were presented as follows:
\$100.47 Centra Com – August Billing

\$101.43 Centra Com – September Billing
\$929.74 Credit Card for August

Cathie Rasmussen presented a new Recognition Policy for the Library under the Donor Wall category. The addition of "A valid receipt dated within the past twelve months must accompany an item for the value to be added to a donor's donation status. Small item or in kind donations should accumulate to a minimum of \$50.00 (within a 12 months period) before being submitted or accepted as a Donor Wall donation." Carmen Madsen made the motion to accept this change in the Recognition Policy. Vote was taken: Marcia – yes, Doris – yes, Natalie – yes, Debbie – yes, Ronda – yes, and Carmen – yes. Motion carried.

Cathie Rasmussen reported that she has applied for a grant regarding the KUED November Readathon last year. She applied for \$450.00 for a kick-off party for the readathon. This would entail readers to decorate a poster based on their favorite book. Prizes will also be given out.

Cathie Rasmussen also reported that there are two openings on the Library Board and she has letters ready to invite interested individuals to express their desire to be on the Board. It was decided that we would send out letters to Craig Symes, Steve Larsen, and Barbara Turnbow.

Cathie Rasmussen and Debbie Forakis haven't received any further correspondence regarding the smile.amazon web site and it needs to be researched further. This item will be on the agenda for next month's Library Board meeting, November 14th.

Marcia Solum reported on the Library Sign which is situated in front by Hwy 89. She was trying to get additional letters off of the sign and the clear vinyl came off that protects the sign. She contacted Craiggerbuilt from Montpelier, Idaho and he came to look at the sign and see what needed to be done for repairs. He indicated that the sign would probably last for three more years and we should use water not alcohol to clean the sign and we need to be careful in doing this. Craiggerbuilt said that he could put new letters on the sign for the Rummage Sale and then take them off for us. This is something that the Board can consider. He also said that we don't want to put new letters on the sign where it is damaged.

Debbie Forakis reported that she has put pictures of the rock party and the Halloween party from last year on the web gallery of the Library web site. The Board agreed that for our Logo we will go with the tree with books on it and also, Debbie has developed a letterhead with the logo on it.

Cathie Rasmussen has put together several "Try It Kits" which are displayed in the Library and available for check-out. She is waiting for several items to be able to put more of them together. It was suggested that we need to advertise about having these kits available for the patrons of the Library to check out. Cathie will let the children at reading time know about the kits and also the parents.

We will need to put together a list of needs that the County Aging Employee will need to have on hand.

It was suggested that we could institute food donations to work off the fines at the Library that patrons have accumulated. For a November theme, we want to have food donations to the Library. The Library in turn will donate to the County Food Bank. It would be great if we could get a Food Bank here in Garden City.

It was suggested that we have another coat and boot drive. The one we had last year was very successful. Doris Mellor will put together a poster advertising this coat and boot drive. Also, we can send information home with the elementary children and start the drive now. Cathie Rasmussen suggested that maybe we could do the drive every other year. "Bring winter gear and take winter gear and things that are in good condition and any sizes".

There being no further business to be brought before the Board. Debbie Forakis made the motion to adjourn with Natalie Ottley seconding the motion. Adjournment was at 2:45 P.M.