

**APPROVED Minutes of the
Brigham City Library Board Meeting
Tuesday, November 19, 2019 – 7:30 p.m.**

MEMBERS PRESENT:

Michael Adams

Richard Carr

Ruth Jensen

De Ann Lester

Joan Peterson

Barbara Poelman

Sue Hill

Joyce Dean, secretary

MEMBERS EXCUSED/ABSENT:

John Gunderson

CC:

Mayor Vincent

Jason Roberts

Michael Adams called the meeting to order.

Ruth Jensen said this will be her last meeting, but she will be involved with the Friends of the Library board. She will still be supporting the library and making sure we keep it in our community. Michael Adams announced that this would also be the last board meeting with Sue Hill. In behalf of the library board, De Ann Lester gave Sue Hill a thank you card and a small gift.

REVIEW/APPROVAL OF MINUTES:

October 22, 2019

September 24, 2019 (Work Session)

De Ann Lester noted the following correction to the Library Board Meeting Minutes of October 22, 2019:

- On page 2 under "Literacy report"; second paragraph – an "ed" needed to be added to the word "discuss" so the sentence reads: "De Ann said she is concerned the city might not know what is going on if the minutes always just say "Literacy Report" but nothing is discussed."

Richard Carr confirmed the date and time on Sue Hill's retirement party – it will be Wednesday, December 11 from 3:00 – 5:00 pm.

De Ann Lester moved to approve the minutes of October 22, 2019. Richard Carr seconded. All were in favor. Motion passed.

Michael Adams asked board members if they all had a chance to review the Work Session Minutes of September 24, 2019. Barbara Poelman commented that she has not been receiving any of the meeting minutes in her email. She thinks they are probably going to her junk email. She said she will check her email when she goes home.

Richard Carr moved to approve the minutes from the September 24, 2019 Work Session. De Ann Lester seconded. All were in favor. None opposed. Motion passed.

Michael Adams thanked Joyce Dean for getting those minutes all together as it was a very long meeting.

VOUCHERS:

Joan Peterson moved to approve the October 2019 vouchers statement. De Ann Lester seconded. All were in favor. None opposed. Motion passed.

LITERACY REPORT:

Michael Adams said he read over the Literacy Report before the meeting. The literacy department has been very busy. Linda Ashcraft indicated she is feeling a little overwhelmed at the moment. She is planning to get the literacy board together in the next little bit to discuss and figure out what to do, but there is good work going on.

UNFINISHED BUSINESS:

Library Director Hiring Procedures

Michael Adams said they interviewed nine people last week. They were all excellent! They were all very good people who had very good qualifications. They narrowed it down to three, who are coming back for a second interview tomorrow morning [Wednesday, November 20]; that was when Rick Bosworth was available.

Sue Hill mentioned that tomorrow [Wednesday, November 20] is also an URMMA meeting at 10:00 am and 2:00 pm. She explained that URMMA deals with employee safety and sexual harassment. This meeting is an annual training which all city employees are required to attend. Sue Hill said tomorrow morning is also the library's staff meeting in the morning, so it will be a busy day.

De Ann Lester commented that the board had talked about having the entire library board come to the second interview, but as she thought about it, she realized that would make it a public meeting. Joyce Dean would also have to post it a week in advance. Michael Adams said they had some discussions with Rick Bosworth via email on what could be done. He said as far as the interviewing goes, we can only have the three board members, and Jason Roberts was coming too. Sue Hill said Jason Roberts told her he wanted to be able to ask questions. Sue thought that the way the interviews are set up, the questions are all decided and written down. Michael said he is happy to have Jason's input; we need to make sure he knows the question procedure though. Richard Carr said he understood they do not have to go through it as they did on the first interviews. Michael said he is pretty sure Rick will fill him in tomorrow.

Michael Adams said he felt the procedure worked out well. We can ask follow up questions that are related to information that is there. Michael thought that if the other board members want to meet the people, they could probably be at the library to meet them after, or before, the interview. It would only be problematic if we asked any questions and then went into discussion later about it. Sue Hill commented that she met everyone and they were all great people.

Ruth Jensen said she remembers all five city council members there, plus the mayor, in selecting the police chief, and the fire chief. She does not understand why the entire library board could not be there. The ones not involved in asking questions could just sit in the back. Sue Hill said that Mary Kate Christensen, the city recorder, said no, and she is the expert. Ruth Jensen said it was an open meeting, but nobody showed up. Board members said they did not want it to be an open meeting.

Michael Adams said it was discussed last time and it was decided that the decision would be based on those who were actually on the interviewing committee. Everybody did have an opportunity to review the resumes and have input on who was selected to be interviewed. Michael said he has been really pleased with how good the people were. The three that they are interviewing tomorrow are excellent. It will be a very difficult decision because they are all so good, and they all bring different things to the table. Ruth Jensen asked if the board members who were not involved in the interviewing know who the last three candidates are. Michael Adams said nothing was sent out, and he questioned if we wanted to put

actual names in the minutes. Sue Hill felt there was no problem putting the names in the minutes. Michael Adams said they have Elizabeth Schow, Holly Okuhara, who is currently with the main library in Weber County, and Paul Daybell, who used to be at the North Logan Library and is now at the Utah State University Library.

Sue Hill said she hopes the new director can get hired before she leaves. She plans to come in and help as a volunteer, but she is not going to be a consultant. Sue told board members of several plans she has once she retires. Michael said they want to decide as quickly as possible after the interviews so we can get them on board as quickly as possible. Sue said she knows the person can accept the job, but then the city council has to approve it. Ruth Jensen said the city council gives their blessing; she has never seen anyone say the person cannot be hired. Ruth said they have changed the employee policy where new hires do not have to go through council anymore.* Ruth said it makes her sad because that was the only way they got to see the new people. Michael said he feels pretty sure that the person will be presented to the council, especially where they are a new director.

Sue Hill said when she was hired, she was introduced at Mary Hansen's retirement open house. Sue would like the new director to be able to come to her open house and introduce them at that time.

Michael Adams said the hiring for the new director has taken a lot of time, and it has been very tiring. He will be glad when it is done.

*At the end of the meeting, Ruth Jensen clarified the policy and procedure under section 2-5, item C that it says: "Mayor shall direct the recruitment, testing, selection and hiring of City Employees" and they scratched out "subject to the approval of city council." It is not that they cannot come to the council and be presented; it is just that the council is no longer asked for the approval.

NEW BUSINESS:

Programming Updates

Sue Hill referred board members to the book group brochure for next year's series on World War II. All of the scholars have been contacted. She will take the brochure to book group next month. They will hand out the two books for January at the December discussion. The first book group will be the third Thursday on January 16, because Branden Little, her core scholar, could not do the first Thursday, and Connie Edward's Parent/Kid Book Group is on the second Thursday.

Sue Hill said the National Library Week committee for next year has been set up: Diana Huffman, Committee Chair; Michele Schumann, Vice-Chair; Melanie Naumann and Teresa Olschewski (a page and a clerk) will also be helping. They fit their meetings in everyone's work schedule so they can meet from 9:00 – 10:00 am while everyone is working. Michele said it will be simple this year.

Michael Adams expressed that he hopes we are not wearing Diana Huffman out. Sue Hill said no; Diana has turned her down. Sue said she asked Diana if she would be interested in serving on the ULA Continuing Ed Committee, and Diana said not while she was getting her master's degree. Diana was vice-chair last year on the National Library Week Committee and agreed to be chair this year. She loves moving. She is very happy being at the front desk talking to people and moving. She is excited about new things. She is a great employee. She did great with Friends of the Library. Sue said she has given Diana some cataloging and ordering goals because she does not really like to sit down to do those things.

Other Items

Library Recertification

Michael Adams said he saw the library is recertified which is a good thing; it makes us eligible for funding.

Circulation Statistics

Michael Adams commented he is sad to see that the book circulations continue to be lower than a year ago. Joyce Dean commented she saw a big difference when the new system went in. We are not sure if Follett was counting items differently versus what Sirsi counts. We are hoping that the numbers will start to look more normal now that we have been on Sirsi for a whole year. Sue Hill said part of the problem might be the times when we check in books that are already checked in; Follett may have been counting those and she doubts Sirsi does. Sue said most public libraries have had decreases. She thinks it might be because a lot of people only do eBooks and eAudio now; you never see them come into the library. Joyce Dean said she thinks the eBooks and eAudiobook circulations are counted in on the online database usage. Sue said she thinks some of them are not as well counted though.

Follett

Michael Adams asked if Follett is still running – he noticed the discussion in the Librarians’ Meeting minutes. Sue Hill said it is still running in the background. She explained the only way we can find out how long an item has been on the shelf and how much it has checked out is through Follett. We only use it for that. We begged to keep it, but Royce Wilkerson, the network administrator, does not like us keeping it because it has not been upgraded, and it is over in his server at the city. He is afraid it is a way that hackers can get into the city through it. As of January, he will be removing it. Joyce Dean explained the librarians’ were using Follett for weeding purposes since we only have statistics through Sirsi for one year. This now forces us to cut the strings.

Charity Donations

Michael Adams said he works at Northrop Grumman and they have changed how they let employees donate to charities. They have had a system where you could donate through the United Way, but they have changed it so now it is a more open system where you can donate to all kinds of charities. They have a computer system with all kinds of different things that you can select from or suggest. He looked at the system and it has a lot of Friends of Library organizations and libraries listed there. He said he talked with Diana Huffman about what it would take for him to put in the Friends of the Library - that way anyone who works there could see Friends as a donation option when they look up to see what is available in Brigham City. Maybe we can get some more money in for the Friends of the Library. He plans to do that in the next few days.

DISTRIBUTION:

- Updated Board Roster
- Newspaper Publicity
- Circulation Statistics Report – July 2018 – October 2019
- Revenues and Expenditures – October 2019
- Staff Meeting Minutes – October 23, 2019
- Librarians’ Meeting Minutes – October 25, 2019

ANNOUNCEMENTS:

- Next Board Meeting: January 21, 2020 (No Meeting in December)
- Joyce Dean pointed out that Joan Peterson is the vice-chair and will be the new chair in July 2020.
- Sue Hill reminded board members we need to replace John Gunderson in January.

ADJOURNMENT:

Richard Carr moved the meeting be adjourned. De Ann Lester seconded. All were in favor. Meeting adjourned 8:20 pm.

MINUTES APPROVED – Brigham City Library Board of Trustees – 1/21/20 Library Board Meeting

Mailed 1/16/20