

North Logan City Library Board
Meeting Minutes
October 24, 2019

I. Welcome & Roll: Jenny Lyman, Library Board Chair, welcomed all in attendance, which included: James Britsch, Library Director; Christie Hansen; Lynette Taylor; Cheryl Fullmer, Treasurer; Lyndsay Peterson, Friends of the Library President; Steve Earl; Von Mendenhall; Emily Wheeler; Kristen Anderson, Liaison to City Council; Flora Shrode, Secretary.

- a. Minutes from the September meeting: Christie Hansen moved to accept; all voted in favor.

II. Friends Report: Lydsay Peterson, President of the Friends of the North Logan City Library, reported that they have established requirements for the library to report how funds are used, which they can share with managers of the Thorne Endowment. At the September board meeting, Library Director, James Britsch, read to the group a document that he has written, outlining the nature and use of the funds provided to the library by the Thorne Endowment. James has added numbers to the document, and Library Friends are reviewing it and will distribute it publicly when it is finalized. A key point is that Thorne Endowment funds supplement the library's operating budget and are not the primary funding source. Endowment funds enable the library to enhance the range of services, events, and collections that it can provide to the community.

Lyndsay reported that an Authors and Illustrators event on Oct. 11 was well attended. The speaker was Bernice Ende, author and long-distance horse rider from Montana, who discussed her book, *Riding Into the Unknown: What I learned from 30,000 miles on Horseback*.

Lyndsay also mentioned that the Friends of the Library need storage space for books that will replenish the inventory in the book buggy as sales take place. They have roughly 30 to 40 boxes to store, ideally in a space that is dry and rent free.

III. Budget Report: Cheryl Fullmer, Library Board Treasurer, distributed a budget report dated 10/2019. She explained that a few expenditure lines are not up-to-date, specifically for wages, the facilities allocation, and the administrative allocation.

James mentioned that there is uncertainty regarding a storage unit for which North Logan City pays; no one knows where it is located nor was he consulted to approve its rental. Cheryl had learned that there are two units; one called "unit 99" that is used, but details about the second one are unknown.

IV. Director's Report: Following up from the September meeting, James reminded the group that the application form for a library card has a field for "photo ID number," which essentially means a drivers license. He had proposed removing that line, as current policy requires only

proof of address within North Logan city in order to get a library card. Children may have their own library cards, when parents provide proof of address.

Von Mendenhall moved that the board approve this change to the library card application form; Steve Earl seconded; the motion passed unanimously.

James routinely gets requests to hold author events to give authors an opportunity to talk about their books and sell and sign copies. The group discussed ideas about how many authors would make such events worthwhile. Emily mentioned some specific local authors who may be interested. A few local, “big name” authors likely would not want to take part. Von suggested that a group like the League of Utah Writers might be willing to sponsor events, and we believe that many members are not widely known.

The Harry Potter Party, and event for all ages, will take place Oct. 25, 2019 at 6:00pm. James welcomes board members to attend and to bring their families. Anyone who wishes to volunteer to help should arrive at 5:00pm or earlier (pizza will be provided for library staff members and event volunteers). Michelle Tippetts, event organizer, assures James that all plans are in place. Members of the North Logan Youth Council will help. The Friends of the Library have recruited volunteers as well.

James announced that the Library will hold another writing contest. Those who organized the contest last year are preparing to organize another for 2020.

In November the Library will offer overdue fine amnesty in a “food for fines” drive.

Next meeting: The board will meet on Nov. 14, 2019 at 2:00pm. A person from the Utah State Library will provide training for the board members. After brief discussion, the group decided that no meeting is necessary in December. James will invite board members to the staff holiday party.

The meeting adjourned at 2:40pm.