Garland Library Board Meeting Notes

Thursday, November 11, 2021 | 7:00 pm

Garland public Library | 86 West Factory Street | Garland Utah

1. **Opening:** The meeting was called to order and opened at 7:05 pm by the Chairperson- Kami Kaufman
2. **In attendance:** Kami Kaufman, Deon Miller, Erin Chadwick, Breanna Parker, Marci Cox, Tate Atkin, and Linda Bourne.
3. **Welcome new members:** Welcome to Brianna and Marci.
4. **Public Comments:** No comments were made as no one from the public was in attendance.
5. **Library Business:**
    a. **Help with 1,000 Books Before Kindergarten Sponsorship**
        i. Prizes for when kids finish 100 books

    The new app, Bean Stack, has been implemented and is in the bare bone stages. The app will be a one stop app for all of the library's programs which will make it easier to sign up and keep track of the programs.

    Tate would like some help with local sponsorship for the kids when they reach a certain number of books. Members of the Board offered to help with collecting items. Kami offered to talk to the bowling alley, Linda offered some small cars. Tate asked for all members to think about how to get the community involved.

    The plan is not to advertise until we can get more sponsors. Tate would like to see the program up and running in full force in January, with prizes retroacted for the kids who have already completed the reading goals. So far, there are around 80 kids signed up.

    b. **Winter Reading 2021 "There's Snow Better Time to Read"**

    The Winter Reading program will start in December and run through February. There are groups just as in previous reading programs. This one is geared more towards adults and more funding will go to adult prizes. When the winter reading is advertised, the members of the board will share on their social media sites to help get the word out. It will also be on the Bean Stack app.

6. **Policies and Procedures**
    a. **Start working on the Long-Range Plan (Usually 3-5 years) Ours expired on June 30th.**

    This will be the goals that we set for the library; improvements, maintenance, things we would like to see happen in the library.

    One goal that has been set is to have wheelchair accessibility. Tate will email the current expired goals for the board to review, and we will discuss them at the next meeting.

    b. **Create a schedule to review/adopt policies and procedures.**

Tate is currently working through the files in the current system. There needs to be a lot of clean-up with the current files. We will work on one policy or procedure at each meeting.

7. **Library Board Business**

   a. **Still have open spots (Operating Board consists of 5-9 members)**

We currently have 6 members, as we have three new members. The board would benefit from a few more members and board members were asked to invite people that may be interested and share opportunities. Any voting needs to have majority +1. So, the more people we can get the better.

Sharing on social media to let the public know about meetings and opportunities.

   b. **List of members with contact information and term dates.**

An incomplete list of members and information was sent around for all members to update the information and choose their terms. Deon will update the information and email the current list to all members.

   c. **Elect Vice Chairperson**

The members of the board were asked to chose a Vice Chairperson. We elected to vote now, and Brianna Parker was nominated and confirmed by the board as the new Vice Chairperson. She will assist Kami and then when Kami's Chairperson is complete, Brianna will take her place.

   d. **Board Meeting Schedule**

After a discussion of the City Board schedule and library needs, it was decided that the board will meet bimonthly on second Thursday of the month at 7:00 pm. With more meetings before Garland City Days. It was also decided to involve the public more with he Garland City Days and offer opportunities via social media.

The next meeting will be January 13, 2021, at 7:00 pm.

8. **Training**

   a. **Agenda and Minutes**

The agenda will come from Tate and the Chairperson before each meeting. The agenda needs to be posted on the library doors, the post office and the city building. The agenda must be sent to Sharlet at least 3 days prior to the meeting so that she can add it to the website. The meeting notes need to be typed and approved by the members of the board and then sent to Tate, Linda and Sharlet as soon as possible after the meeting.

It was also discussed that the board emails can be a little confusing and the members agreed to text messages, including updates on library postings, reminders of emails, and reminders of meetings. Deon will set up the group text. It was also discussed that we should reply-all when responding to emails.

9. **Adjourn**

It was proposed by the Chairperson, Kami, to adjourn. Deon Seconded the motion and the meeting was closed at 7:44 pm.

The next meeting to be held:

Thursday, January 13, 2022, at 7:00 pm