NOVEMBER 9, 2021 – LIBRARY BOARD MINUTES

Attendees:
Ruth Morgan
Janelle Simmons
Lisa Puga
Millie Smith
Mary Heers
Heidi Taylor
Jessica Martin
Cassidy Nemelka
Rick Shelton
Teen members

Ruth motioned to approve minutes, Janelle seconded. Unanimous approval.

Introduction of new director - Jessica introduced herself and allowed the board to ask personal get-to-know you questions.

Directors Report – Jessica reported that circulation was 2000 in the library and Libby. Almost 500 patrons came in, 1 new library card was issued. Received donation of $1000 from private donor, planning on purchasing new shelves and expanding junior fiction. Got new crates for the children's section, which makes it easier to organize and for children to pull them out. Jessica would like to use $500 from capital expenses to get additional containers to finish the picture book section.

Emerging technology grant was put in for, which was for $2000. Those funds would be used for STEM club if received. Jessica would also like to get better computers and do more STEM activities for teens. Monthly STEM class was done, 11 kids came to learn about geology. Painting with Friends watercolor class is resuming and will have an event this Friday. There were 4 attendees last month, want 7 this month. The first teen program activity commenced with knocker ball and 5 teens came. The library will be hosting a writing contest this month to encourage teen literacy as well. 3 story time readers come to read at story time each week. The largest event last month was the Halloween parade.

The Halloween costume parade had almost 70 people, it was a great activity. FOL was there also. 11 adult volunteers are in the library, interest in volunteerism is up. These volunteers donate 21 hours per week to help out.

FOL is hosting the birthday party on November 19, 6 to 7:30 pm. Will be at the library and the station. Email any pictures to the FOL. Need more members in FOL. Contact library staff if anyone is interested. See recording for membership prices.

Budget Report - Three reports were reviewed, the first being fiscal year from July 2020 - June 2021 budget report, coming in $962 under budget for the year. Second report is July - Sept. 2021 report, with a fair reduction in the budget. Current budget of $22,812 with $9,939 remaining for the year. Janelle had questions about a few line items, Heidi explained the coding that separates interlibrary loan, RAPZ, and fundraising from Pioneer Day and May Day. Millie clarified the amount left until June of 2022. Heidi explained when the city is paid from the library accounts. Lisa clarified that the city money goes towards wages. Heidi noted that the amount has to be approved by the city council in July, so the payment to the city went through this fiscal year. Rick noted it will always be a year behind. Millie wonders how donations are factored in to the budget. Rick noted that it will be accounted for in the budget later, just increasing the bottom line. It will be coded in unclassified. Most donations will be earmarked under certain codes in the budget.

Mary noted how much it costs to keep the doors open to the library, reviewed the budget which includes the city fees. Lisa wondered how the budget is spread throughout the year, if the beginning of the year is spent at the start. Heidi noted that the budget was scaled back quite a bit and that many things are going to have to wait until next year. Jessica noted that RAPZ could pay out about $6400 which will be applied to next year. Lisa wondered if they are concerned about the remaining amount. Jessica noted that there is enough, just need to stay within means. Lisa asked if the budget is like this every year. Heidi noted that it is not, just that the budget was cut down quite a bit this year, she agrees it is a very tight budget. Rick is concerned that nearly half the budget is gone and ¾ of the year is remaining. Jessica is also making sure that staff doesn't go over hours and watching for any incoming donations which can help offset the budget. Mary notes the difficulty that the state requires the library to be open for a certain number of hours in order to keep certification.
Last page is a breakdown by vendor, each transaction from October. $3300 was spent last month, usually trying to spend around $2000. Catalog and circulation program was one of the big items (as it usually is).

Rick is resigning his position, as he has been in since the library's inception. Mary offered congratulations and gratitude, as did the board. The board is currently looking for someone to fill his position.

Mary noted the operating cost of the library is around $40,000, $30,000 of which is wages. Also noted that a grant from the Eccles Foundation has helped pay for 5 years of funding, which is

now down to about $8000 (down from $75,000). Lisa asked for any sort of recommendations from Rick what would be important to know. Rick noted that it is not a free enterprise, always look where the money is coming from. Be aware of budgets, stay within budgets and manage them well. Need to make it a priority and realize funds are not unlimited.

City council report - No report left from Ron. There will be a new liaison in January.

Bylaws Update - Mary noted the idea that circulation of responsibilities is important. Suggestion in bylaws that the chair serves for a year, vice chair steps in after that, recording secretary also circulates after a year. Mary would like this model to be adopted and offered it up for discussion to the board. Janelle agrees, likes the idea of the vice chair moving up, so knowledge and information can continue to be fostered. She also likes that one person cannot be on the board forever. Millie asked for clarification on board appointments by July 1. Janelle said she read that as the council has until July 1 to appoint new members. Millie wonders if seats need to be set up, so half the board doesn't leave all at once.

Going through who will be new officers - Heidi will be applying to be on the board in January. It was remarked by the board that she would be would be great at grant writing. Janelle is willing to step in as vice chair, Lisa as treasurer tentatively, but is interested more in grant writing. Jessica will be advertising for a new treasurer and secretary. Ruth also could tentatively be treasurer, but would need some training. Ruth would be willing to step in as interim treasurer. Heidi will step in as secretary.

Janelle made a motion to instate bylaws concerning officer and member terms in article 6 section A, Cassidy seconded. Unanimous approval.

Heidi explained bylaws concerning the change in teen members. They can no longer have a vote. For liability reasons, minors cannot vote. Millie and the board noted their opinion is valued and that they would like teens to be kept on as advisors.

Board members were advised to be ready to work on Article 6, section B at the next meeting.

Janelle wondered why the director is not on the board. Jessica said that the director reports to the board, so they can't be on the board.

Janelle made a motion to have an annual proposal meeting to share ideas and goals between the board, the friends, and the director. Lisa seconded. Unanimous approval.

Piano Policy - Jessica mentioned that people are wanting to do piano recitals, so she asked the board what the new policy should be. Mary suggested that the piano should not be sold. If people are wanting it, the library should accommodate. The piano was provided for in a grant.

Mackenzie was thinking that it would be better to get an electric keyboard for recitals, as well as headphones that can be used for practices. Piano policy will be put on the agenda for January's meeting.

Motion to adjourn: Millie, seconded by Ruth.

Next meeting: January 27, 2022.