

**APPROVED Minutes of the
Brigham City Library Board Meeting
Tuesday, November 16, 2021 – 7:00 p.m.**

MEMBERS PRESENT:

Michael Adams
Richard Carr
Joe Dutson
De Ann Lester

Joan Peterson
Barbara Poelman

Elizabeth Schow
Joyce Dean, Secretary

MEMBERS EXCUSED/ABSENT:

Thomas Peterson

CC:

Mayor Vincent
Jason Roberts

Barbara Poelman called the meeting to order.

REVIEW/APPROVAL OF MINUTES:

Board members reviewed the minutes of October 19, 2021.

De Ann Lester moved to approve the minutes of October 19, 2021. Michael Adams seconded. All were in Favor. Motion passed.

VOUCHERS:

Board members reviewed the vouchers statement for October 2021.

A question was asked regarding copier costs. It was explained that Les Olson Company services the library's copy machine and Valley Office services the library's printers.

Postage expenditures through the LSTA Interlibrary Loan Borrowers grant were explained.

Joe Dutson moved to approve the vouchers statement for October 2021. Richard Carr seconded. All were in favor. Motion passed.

LITERACY REPORT:

The literacy report was reviewed. The beginning ELL class met seven times since the last library board meeting with 29 people served. The intermediate class met once with three attending.

UNFINISHED BUSINESS:

Pit Remodel

Elizabeth Schow and Michele Schumann met with Steve Mastronardi and Kelly Andrew after the last board meeting. It was expressed at that meeting that they would not pursue pricing the pit remodel in wood due to unfavorable experiences the City has had in the past in working with wood and those projects having to be redone.

The project is open for bids. There is a meeting scheduled tomorrow morning to meet with contractors and have them look at the project. The bids are due December 1. The City already has a meeting set up after

that to look at bids and go from there. There have been problems finding contractors and getting jobs done. In some cases, Steve and Kelly have had to act as contractors causing more work for them.

The total project will involve relocating the books, blocking off the area, filling in the pit, removing the carpet on the wall and replacing ceiling tiles in the children's department.

Board members decided to hold a special library board meeting on December 14, 2021, at 7:00 pm to review the bids and make a final decision. Elizabeth Schow will know more information after the meeting in December. We want the project to be finished before the summer programming begins.

ARPA Grant

We need to decide how to spend the displaced funds available in the library's budget due to the ARPA Collection Grant. Some of the displaced funds will be going toward archival materials.

Using the money to purchase a webpage design/management subscription was discussed. Elizabeth Schow is putting together a committee and has talked to Royce Wilkerson, the City's IT Director. Staff members thought it would be a good idea to have a board member on the committee as it would be nice to have a non-library perspective. During the last 12 months, the library's website has received 32,788 visits. We have had people ask if the library's meeting rooms can be reserved online. Joe Dutson and Michael Adams said their availability to meet would depend on the day. Right now the committee consists of Elizabeth Schow, Joyce Dean, and Nannette Bauer. They will be meeting with a representative from one of the companies next week and can ask if the representative would be available for evening appointments. Richard Carr said he is available most days. Serving on the committee may involve 3 or 4 meetings that would last approximately one hour. It was mentioned that the staff committee could put together information and present it to the library board too. It was decided that when the meetings are scheduled, we will call board members and see who is available.

The ARPA grant ends June 30, 2022. We are not sure if the displaced funds can be carried over to the next fiscal year and what the final report will entail.

We are looking to see if Friends of the Library might be willing to help fund the pit project.

Municipal Code

The Municipal Code has been pushed into the next year for final approval. Right now, it is earmarked for the January 20 Council Meeting. Joyce Dean will be setting up a meeting to be held in early January to meet with Mike Christiansen, the City Attorney, regarding the Municipal Code. The meeting will also include Jason Roberts, Derek Oyler, and Elizabeth Schow. A main concern is the wording on possible property donations.

COVID-19

No updates discussed.

Brigham City Library Code of Ethics – Addition of ninth principle stated in the ALA Code of Ethics

Elizabeth Schow and Joyce Dean met with Mike Christiansen yesterday. Board members were given a copy of Mike Christiansen's concerns regarding the addition. He suggested constructing a neutrality statement to be included either before or after the Code of Ethics that would state that we follow ethical standards, but we do not advocate for any political group, etc. This item will probably be pushed off to next year. Elizabeth Schow will work on it, and then send a draft copy to Mike Christiansen. Mike Christiansen said he is happy to come back to another board meeting should the board members like further information.

NEW BUSINESS:

Directors' Summit Report

Elizabeth Schow briefly reported on the Directors' Summit that was held mid-October. She shared the following ideas and announcements from the meeting:

- A session highlighted the concept of having “yes, and” brainstorming sessions. The “yes, and” idea encourages creative brainstorming. At the next Library Leadership Meeting, we are going to give it a try. It is a way to stop initial blocks, think longer, and come away with something better.
- Peter Bromberg, who is affiliated with a library advocacy association, did a presentation on advocating the library and how to talk to people with different viewpoints. This would be a good training topic for a future board meeting. He did a presentation at ULA and it was excellent too. We will look at this as a possibility for next year.
- Book Buzz announced a new catalog. The old catalog was really hard to search for titles. The new catalog is really nice. It may not be completely live yet. Evidently the public will be able to look at it too.
- Utah is planning a new Utah State Museum opening in 2024.
- Utah is working on a new state flag. They are reaching out to libraries to get the word out to people to get feedback.
- They had a tech petting zoo at the summit.

Review Library's Strategic Plan

In each section of the Strategic Plan, Elizabeth Schow reported on the library's goals accomplished, and not completed, for the 2021 year. We have made good progress in many areas and continue to work on others.

The librarians were also asked to review the Strategic Plan and then discuss it at the next Library Leadership Meeting.

Programming Updates

The following programming updates were given:

- We participated in the USU pumpkin walk. The displayed turned out great.
- Our UHC grant was approved for the 2022 Reading/Discussion Series. A copy of the 2022 Book Group Brochure is in the distribution packet.
- The Book Festival report is not finished yet, so it is not in the distribution packet. Elizabeth Schow will have the report included in January's distribution items.

Other Items

Discussion of date for possible December Board Meeting.

As noted above, it was decided to meet Tuesday, December 14, 2021, at 7:00 pm to discuss and review bids submitted for the pit project.

Christmas village house

The City had a volunteer who offered to fix up the Christmas Village houses. Due to shipping delays, some of the materials have not arrived. The Library's Christmas house is not in good shape, so it will not be included in the Christmas display.

DISTRIBUTION:

- 2022 Reading & Discussion Series Brochure
- Re-certification Letter
- Public Library Survey Report
- ~~Humanities Book Festival Report~~
- Newspaper and Other Publicity
- Circulation Statistics Report: July 2020 – October 2021
- Revenues and Expenditures: October 2021
- ~~Facilities Maintenance Reports – July, August, September 2021~~
- Staff Meeting Minutes: October 27, 2021
- Library Leadership Meeting Minutes: October 29, 2021

ANNOUNCEMENTS:

A special Library Board Meeting will be held December 14, 2021, at 7:00 pm.

The next regular scheduled Library Board Meeting will be held January 18, 2022, 7:00 pm.

ADJOURNMENT:

De Ann Lester moved to adjourn the meeting. Joan Peterson seconded. Meeting adjourned 8:10 pm.