

**APPROVED Minutes of the
Brigham City Library Board Meeting
Tuesday, November 15, 2022 – 7:00 p.m.**

MEMBERS PRESENT:

Michael Adams
Joe Dutson
Alden Farr, Council Rep

De Ann Lester
Joan Peterson
Barbara Poelman

Elizabeth Schow, Library Dir.
Joyce Dean, Admin. Asst.

MEMBERS EXCUSED/ABSENT:

Fred Perkins

CC:

Mayor Bott
Derek Oyler

Joe Dutson called the meeting to order. Fred Perkins was unable to attend the meeting, but he emailed his comments to board members prior to the meeting. His comments were read by De Ann Lester.

REVIEW/APPROVAL OF MINUTES:

Board members reviewed the October 18, 2022 Library Board Meeting Minutes.

Joe Dutson suggested inserting the words “who registered” to the second sentence in the “Parenting Love and Logic Class” update on page 3. The correction would read:

“The first class was last Wednesday, and everyone who registered showed up.”

De Ann Lester moved to approve the minutes of Tuesday, October 18, 2022 with the amended wording. Alden Farr seconded. All were in Favor. Motion passed.

VOUCHERS:

Board members reviewed the vouchers statement for October 2022.

The following expenditures were clarified:

- The facility maintenance allocation is not a set amount. It is determined by the number of hours work is done at the library. Elizabeth Schow mentioned a new vinyl fence was recently installed around the transformers located by the outside stairs on the west side of the library and on the east side of the library building next to the employee entrance. This item was talked about when the City did the facility inspection tour. It is a nice fence that latches; much better than the old wood fence and enclosure we previously had.
- Reimbursements from Friends of the Library appear on the donations expenditure line so board members are aware the reimbursement was received.

Alden Farr moved to approve the vouchers statement for October 2022. Michael Adams seconded. All were in favor. Motion passed.

LITERACY REPORT:

The ELL classes are going well. Linda Ashcraft is also tutoring a couple of teens in reading.

Four students from Tremonton expressed interest in the ELL classes but cannot get to Brigham City. We do not have a lot of services in Tremonton. We lost county funding several years ago because the county

heard we did not need the money. That funding helped pay for a second employee. Currently, the program only receives money from BRAG. It is hard to turn away students.

Alden Farr mentioned it might be worth reaching out to the county commissioners at the beginning of the 2023 year since there will be new commissioners coming on. Elizabeth Schow said Linda Ashcraft has been keeping statistics on where her students come from.

UNFINISHED BUSINESS:

Website Development Update

Elizabeth Schow showed board members the current library website which has been maintained on a shoestring budget. Elizabeth then shared the library's new website, which is still under construction. Elizabeth and Diana Huffman are building the website. Diana has done much of the work, spending many hours getting the website to this point. Elizabeth spotlighted the catalog, the events search bar, and the room reservation option. Pictures of the meeting rooms are not showing up yet. She showed how the events widget works and how the page includes an option to create a brochure; patrons can filter just what they are interested in to create their brochure. The events page gives patrons the ability to register for an event. The SIP2 connection allows fields to be auto populated if a patron has a library card and knows their PIN.

It takes a lot of time building the website, especially with everything else that is going on. The Provo City Library director told Elizabeth Schow it took them two years to build their website. Once the site is completed, we want to do some BETA testing before it fully goes live.

Board members were invited to go home and explore the new website as its construction progresses. The new website can be viewed at: Brighamlibrary.org. The new website also includes the "Tutorials" tab which links to Niche Academy.

Donations in Memory of Miriam Mason

Elizabeth Schow reported that Joyce Dean talked with Miriam Mason's daughter about using the donations to purchase a digital billboard similar to what the City has. The digital board would pretty much equal the donation amount the library received in honor of Miriam Mason. Miriam's daughter talked with her brother and said the family was really hoping for a bench and they would be willing to donate an additional amount to supplement the donation. Elizabeth Schow expressed that we have concerns about a regular bench where people may "campout". The bench was also mentioned at the mayor's staff meeting and they echoed the same concerns.

Elizabeth Schow has been exploring some other options and trying to price some of the ideas. She shared with board members a statue and bench combination and the cost. It is a bench concept but with a statue of children sitting on the bench. It is roughly the size of the three large rocks currently out front. The company offers a plaque for an additional charge. We would do cement work around the bench. The bench would have space for small kids to sit next to the statue. It would be put in the front flower bed area. We have had problems with water seeping through the foundation in that area, so this would eliminate that problem. Elizabeth showed a rough sketch drawing. She said Tony Ekins at the City is working on a better drawing. Staff members suggested coloring the cement and doing a cement stamp. Weed barrier would be put down and it would be a no water zone. People could still approach the bench. It was mentioned to have the plaque prominent on the bench – it might encourage other families to donate to the library. A rough cost for the statue is \$5,000; the cement work may cost up to \$2,000. Elizabeth hopes to have more information for the January Library Board Meeting. Once we get something firmer, Elizabeth will share the idea with the family.

It was mentioned we want to keep the library "charming". When you remove greenery, it takes away the charming effect, so we need to pay attention to that aspect. Elizabeth said the City plans to remove the

other plants that are in the raised areas surrounding the outside of building due to issues with water and the foundation.

Elizabeth Schow said we also got a quote from Whitaker Construction on building an archway to the Children's area. She showed a drawing of the archway to board members. We have concerns that the archway will narrow the entryway to the children's area.

NEW BUSINESS:

Ladies' Community Club possible donation

The Ladies Community Club contacted Michele Schumann about a possible donation to the library to specifically do something in the children's area. The children's area is already quite full. The Ladies Community Club did a mockup drawing of an archway. It was mentioned that Michele wants something bright and colorful. Due to space restraints, it was discussed to perhaps rethink the arch and just have one pillar in the corner with bright colors, and maybe use fabrics to brighten the area. Michele had wanted to do the archway to highlight different books, events, etc. and have the option to change things out. Maybe this is something to look at in the future when there is not so much going on. There was also a concern if an archway would be desirable long term.

Other ideas for the donation included:

- Putting the donation towards the elevator project.
- Have an "adopt a window". A small sign could be placed by the window mentioning the donor. Elizabeth Schow would need to ask if we can have the money put in a fund to save for the windows.
- Use the donation to purchase a digital billboard. This would use about half of the donation.
- Ask if they would be willing to share the cost of the bench statue.

BRHD grant application and Parents' Empowered sign

Elizabeth Schow reported she was contacted a while back by the Bear River Health Department (BRHD) to see if the library would want to participate in a grant BRHD was doing to get funding for signage around the county for signs from Parents' Empowered, an organization that creates large murals as a marketing campaign to help parents talk to their kids about underage drinking. The Health Department received their grant. We can keep the signs up as long as we want, they would like to see them stay up for at least a year, if possible, but there is no hard and fast rule here. They come and take them down when we request them to. The target age group is 9-13. Some possible locations we thought of include:

- The restrooms.
- The wall below the windows in the children's picture books area.
- The wall above the drinking fountains.
- The side walls in the children's area.

Elizabeth Schow and Connie Edwards met with them yesterday, and they looked at the surfaces. Right now they are working with our library and the Tremonton Library. Murals have been at Watkins Park and the Brigham City Outdoor Pool. They have window options too. They will bring their comments back to Connie and Elizabeth for final approval.

Review of Brigham City Library's Strategic Plan

Elizabeth Schow reviewed with Library Board members the Brigham City Library's Strategic Plan. She highlighted numerous items and shared the library's progress on those items. She also shared possible items to cut from the plan. De Ann Lester shared Fred Perkin's comments as the plan was reviewed. The plan goes through the end of 2023.

Elizabeth Schow said we have made progress on a lot of the items, and some items we have decided not to do (such as purchasing hotspots). The plan had a lot to accomplish in three years. It has been a good learning experience on how to space things out. As we work on the next three-year draft, we will probably carry some items forward, and we may choose to drop some items. We need to look at what we want to include and the direction we want to go. Some possible additions that were mentioned included:

- a self-checkout system to help free up staff for other things.
- invest in a print system where patrons can send a print job to a printer and then they release their print job when they pay. It would offer more patron privacy, and no intermixing of patron's documents.

Elizabeth Schow suggested doing a patron survey around February 2023. Board members could then work with the results to help with drafting the next three-year plan and what to prioritize. Board members were asked to be thinking of questions to ask the public on what they want to see the library provide. As they think of questions, they need to think about the plan, what they want to see happen, and how to word the questions to guide the goals and bring support when presenting budget needs to the Mayor and City Council.

Programming

Elizabeth Schow quickly reviewed the following programs:

- Open Mic Night is scheduled for December 6.
- Story times are going on; Michele Schumann has scheduled a break over Christmas.
- The Parent/Kid Book Group is going well.
- National Novel Writing Month (NaNoWriMo) is going on right now.
- ELL classes are going on.

Other Items

Every Library Institute

Fred Perkins mentioned in his email that he visited the Every Library Institute website. He included in his email a copy of the video trainings available there.

DISTRIBUTION:

- Utah Public Libraries Annual Report
- Book Festival Report
- Newspaper and Other Publicity
- Circulation Statistics Report: July 2021 – October 2022
- Revenues and Expenditures: October 31, 2022
- Facilities Maintenance Reports: July 2022, August 2022, September 2022
- Library Leadership Meeting Minutes: October 28, 2022
- Staff Meeting Minutes: October 27, 2022

ANNOUNCEMENTS:

Next Board Meeting: January 17, 2023, 7:00 pm.

ADJOURNMENT:

Barbara Poelman moved to adjourn the meeting. De Ann Lester seconded. Meeting adjourned 8:45 pm.

MINUTES APPROVED – Brigham City Library Board of Trustees – 1/17/2023 Library Board Meeting