

**APPROVED Minutes of the  
Brigham City Library Board Meeting  
Tuesday, March 21, 2023 – 7:00 p.m.**

**MEMBERS PRESENT:**

Joe Dutson  
De Ann Lester

Joan Peterson  
Barbara Poelman

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

**MEMBERS EXCUSED/ABSENT:**

Michael Adams  
Alden Farr, Council Rep  
Fred Perkins

**CC:**

Mayor Bott  
Derek Oyler

Joe Dutson called the meeting to order.

**REVIEW/APPROVAL OF MINUTES:**

Board members reviewed the February 21, 2023 Library Board Meeting Minutes.

Barbara Poelman moved to approve the minutes of Tuesday, February 21, 2023. Joan Peterson seconded. All were in Favor. Motion passed.

**VOUCHERS:**

Board members reviewed the vouchers statement for February 2023.

Elizabeth Schow clarified the multiple overhead allocation charges were for IT support from the beginning of the fiscal year. Elizabeth explained that Joyce Dean inputs invoices directly received at the library into the City's electronic filing system. Elizabeth approves the invoices and then forwards them to Tom Kotter, the City Finance Director. The City posts other charges that are paid from the library's budget into a program called Caselle. Joyce includes those charges on the vouchers statement when they are input into Caselle. Sometimes the City posts multiple months at a time; these are usually expenditures split between departments citywide for IT and facility support services.

Barbara Poelman moved to approve the vouchers statement for February 2023. De Ann Lester seconded. All were in favor. Motion passed.

**LITERACY REPORT:**

Elizabeth Schow announced good news that BRAG will be giving double the money for literacy for next year. She is not sure if this amount will be ongoing, but it looks possible.

The new English teacher loves doing the English classes. A few of the students are interested in citizenship classes. Linda Ashcraft continues to tutor a few students. Parents are also showing good interest in how to help their students. A copy of the stats from the BRAG report was also included in the distribution items.

## **UNFINISHED BUSINESS:**

### **Website Development Update**

We are still finishing a few things on the literacy page and working to get our public newsletter to match our website. We are hoping by the end of April to have the old webpage down.

### **Donation Updates**

#### **Miriam Mason Project**

The Miriam Mason project went out for bid and came back with two bids. One bid was the same as the estimate we previously received; the other bid came in lower. We accepted the lower bid. Joyce Dean is researching Miriam's service on the library board for the plaque. We will then clear the inscription with the family to be sure everything is spelled correctly. Whitaker Custom Woodworking will be doing the project.

#### **Digital Billboard**

Elizabeth Schow contacted the Brigham City Women's Club. They talked with their board regarding the digital billboards and received approval for the donation. They said they would get the check cut and bring it in. We have not yet received the check.

### **Strategic Plan – Survey Questions & 3D Printing Staff Survey**

#### **Survey Questions**

Elizabeth Schow said she had come up with a few questions for the public survey but asked to table the discussion on the survey questions in order to have more time and more board members' input.

#### **3D Printing Staff Survey**

Board members reviewed the results from the 3D Printing Staff Survey. Elizabeth Schow noted that two staff members did not take the survey. Elizabeth said she thought the results were helpful, and she came away feeling more difference of opinions of staff. The results will help in planning if we do bring the 3D printer back. Board members said that it appears the staff wants more information, but none are totally against it. Elizabeth Schow said we have had a few patrons ask about the 3D printer. We will talk about the 3D printer more when covering the Strategic Plan.

It was asked if it would be conceivable to have a member from the community help train and assist with the 3D printer. Elizabeth Schow explained in the past, we did have a community member help train patrons and help maintain the 3D printer, but he is no longer available. The 3D Printer Committee was thinking of switching to an online training through Niche Academy to accommodate patrons better. Having a helper come in on specific days was mentioned. On the staff survey, most of the staff indicated they wanted more training to be able to help patrons better. The 3D Printer Committee consists of two librarians and a clerk. They had met and discussed options, but they were not ready to roll it out yet. The library staff is not ready currently, but maybe space it out more in the future. It was mentioned that offering the 3D printer service could bring more people into the library.

### **Budget 2023-24 Fiscal Year**

Elizabeth Schow told board members that the elevator project is currently on hold. It was planned to start August 1, but higher costs came in not including additional costs that may incur when they get into the elevator shaft. They are now saying we must separate the elevator section from other items in the mechanical room, which would require an entire separate room, separate door, and separate keys. This would add \$50,000 to the project. This oversight was due to miscommunication. Having a separate room coincides with the state code. This will increase the project to \$325,000 which does not include any additional costs involving the elevator shaft. Elizabeth requested a second budget meeting. The City administration was concerned too so the facilities manager is doing some extra research to explore other options. Elizabeth said the elevator has been doing well these last few years, but we do not know when it may break down and if we can get parts. Before COVID, we had several issues with the elevator. The pages use the elevator every

day, we have some wheelchair patrons, and some moms with strollers. Booksellers and kids also use the elevator. It was mentioned that the library is not ADA without the elevator. De Ann Lester gave the idea to install the separate door inside the mechanical room. It was also mentioned that having to create a separate room would eliminate a lot of storage space which the library does not have much of right now.

Elizabeth Schow told board members that Derek Oyler and Tom Kotter will be coming to the June Library Board Meeting to discuss the budget. The City will have the revenue projections from the County by that time.

### **Circulation Policy**

Nannette Bauer joined the meeting. Elizabeth Schow and Nannette Bauer have been working for a long time on the Circulation Policy. Elizabeth said the Circulation Policy still needs a legal review. The goal right now is to see what the library board would like changed before presenting it for a legal review.

The following questions were asked and discussed:

Renewals: Is there any difference in a person renewing in person or online.

Nannette Bauer explained we are currently working to allow more renewals online, just as we allow in the library. Individuals whose accounts have fines, overdue items, or thresholds reached, cannot renew online. In the old policy, patrons could renew, and fines would accumulate. The new policy says if fines are not over \$50, the patron can renew. We want to give patrons a little leeway.

Elizabeth Schow explained the overdue process. Patrons receive a courtesy email notice three days before their items are due. The first day an item is overdue, they get another email reminder; thirty days after that, the patron receives an email notice, then shortly after a mailed notice and an email notice. After another 30 days, a second mailed notice is sent. The patron is sent to collections for any items not returned after another 30 days; any accounts with unpaid fines of \$20 and over go to collections. Some notices come back as mail returns. About 50% of patrons who receive the first mailed notice will return or pay for items. The percentage goes down after the second notice. The new policy would continue this same procedure, except a patron can renew an item for up to a year before the renewals are blocked and they need to return it or the item would go overdue (unless an item has a hold on it). We are hoping this will help patrons. Under the new policy, we are proposing DVD fines come down to .10/day instead of \$1.00 which would help a lot of our patrons too. There are different thresholds for different items. Elizabeth reviewed the thresholds listed in the policy. The updated policy provides more details for staff which have never been written down.

Non-Resident Fee: Is the non-resident fee evaluated every year?

Elizabeth Schow referred board members to the non-resident cards stats sheet in their packet. Tom Kotter, the City Finance Director, recently ran the numbers on tax amounts paid by Brigham City Residents. The current non-resident fee amount is \$60. According to Tom Kotter's numbers, the average tax amount for a Brigham City resident is \$101. Some residents pay up to \$350 based on the value of their home. Elizabeth recommended making the change in the policy to \$100 in fairness to residents, and then re-evaluate the tax amount every two years. This would also affect the 3-month and 6-month non-resident card options; the yearly total would be divided by the term and then an additional \$5 is added for processing.

Non-resident student cards: Do non-resident students still receive a free library card?

Yes. Elizabeth Schow referred board members to the non-resident cards stats sheet in their packet. Non-resident student cards are limited to five items. Paid non-resident cards include a whole household and have the same checkout limits as resident cards. The non-resident student card was started to facilitate school visits so library resources would be available to all students who attend the school. Elizabeth would like to see it continue; she feels it is a good service to offer.

### What is the difference on Tier B and Tier B-1 fine discounts?

Elizabeth Schow explained that Tier B offers a discount on overdue fines (no items) and is limited to one time in the year. Tier B-1 offers a discount for a payment plan if the guidelines are followed. She would be able to run a report showing results on these Tiers.

Elizabeth Schow explained that changes to fines in SirsiDynix have to be changed by the library's admin staff members who are Elizabeth Schow and Michele Schumann; it is not done automatically by SirsiDynix. We can call support for help. SirsiDynix has a free program to help if we should decide to go fines free.

De Ann Lester said she would sometime like to talk with the librarians about the pros and cons of fines free. She expressed that the library is a good place to learn about borrowing things, taking care of things, and being responsible for items. It is good to have consequences if you don't take care of something. Elizabeth Schow said she could do a survey with the staff. She also said there is a lot of literature out there regarding fines free. Patrons would still have to be responsible for returning items and taking care of items if we are fines free. Patrons would still pay if an item were damaged or lost. From past discussion with the librarians, they seemed in favor; she is not sure about the clerks. Elizabeth referred board members to the overdue fines sheet prepared by Joyce Dean. This sheet includes actual amounts collected from fines AND lost and damaged books. The other report generated through SirsiDynix showed items marked "overdue" or "overdueX". You can see the difference in the amount of fines from the SirsiDynix report versus the report showing what was collected.

It was decided board members would like more discussion on fines free. Elizabeth Schow will do a survey with the staff to get different thoughts. Nannette Bauer will get information on going fines free too. If the library board should decide to go fines free, Nannette and Elizabeth would have to update the policy. Either way, reducing fines or going overdue fines free, the changes to the policy would take time to adjust settings and the action would not happen immediately.

### **NEW BUSINESS:**

#### **Library Report to the City Council**

This item was tabled due to time. Elizabeth Schow explained that board members need to determine a date to present a library report to City Council. It could possibly be pushed to July.

#### **Cooperative Borrowing Agreement with Weber County**

This item was tabled due to time. Elizabeth Schow said we are currently working on the Cooperative Borrowing Agreement renewal.

#### **Board Member Replacement**

Michael Adam's second term ends June 30, 2023. Board members were asked to think of names of residents who might be willing to serve on the library board. Derek Oyler has given Elizabeth Schow one suggestion.

#### **Programming**

Joyce Dean reported that National Library Week will be April 24-29. Most activities will be held during that week, but patrons can play BINGO the whole month, beginning April 1. We are hoping people will go for a blackout and discover what the library has to offer.

#### **Other Items**

None.

**DISTRIBUTION:**

- Reports: Library Fund Balance; Library Fines Collected and Owed
- 3D Printing Staff Survey Results
- November 2022 and December 2023 Financials
- Newspaper and Other Publicity
- Circulation Statistics Report: July 2021 – February 2023
- Revenues and Expenditures: February 28, 2023
- ~~Facilities Maintenance Report: January 2023~~ (Not yet available)
- Staff Meeting Minutes: February 23, 2023

**ANNOUNCEMENTS:**

Next Board Meeting: April 18, 2023, 6:30 pm. (NOTE: Meeting will begin at 6:30 pm for a strategic planning training conducted by the Utah State Library.)

**ADJOURNMENT:**

Barbara Poelman moved to adjourn the meeting. Joan Peterson seconded. The meeting adjourned 8.35 pm.