

## North Logan Library Board Meeting

January 11, 2024

Those in attendance: Emily Wheeler, Cathy Larsen, Liz Carr, Janean Huppi, Cassidy Crockett, JoAnn DeLange Emily Schmidt (City Council representative), Trent Bateman (Library Director)

Board member(s) not in attendance: Jenn Albrecht

### **Good News:**

Things going well. Trent reported 53 people have signed up for the Jane Austen Ball on Feb. 23. He expects more will be signing up before the actual event. The luncheon/tea were combined with the evening's events as it was creating some confusion with the separate events.

### **Minutes:**

November minutes were moved to be approved by Emily W., Cassidy seconded, all approved unanimously.

### **City Council Report:**

Emily S. reported the city doesn't have a firm date for the breaking of their new building. But would like the library board to be in attendance when it does take place.

### **Budget Report:**

Trent explained that the library will be presenting their next fiscal year budget to the city on April 10<sup>th</sup>. He has been working with Alan to build the budget. JoAnn will meet with him as the board treasurer to go over the numbers. He will present the budget to the board at the March meeting.

There is \$458 available from the state to cover the cost of Inter Library Loans (ILL) postage. All postage amounts listed on current finance sheet will be reimbursed by this grant.

The lease for the copy machine from Xerox was costing \$315 per month. The library has ended that agreement and the Friends will be covering the cost to send the machine back. The library will now lease a copy machine from Les Olson for \$115 (or was it \$150?) per month.

Trent will be working with the library heads to determine how the remaining \$10,000 for collections will be divided. To this point \$21,000 has been spent on collections. That was all spent before Trent joined the library. There is also a \$6,000 Cleft grant the library was awarded, but is sometimes finicky in when it actually shows up. The grant money will be allotted once it has actually shown up. The Cleft grant will go toward collections, but they could also use it for technology. However, the Friends are also able to cover the cost of technology. Judi applied for another grant as well and they are still waiting to hear back.

### **Director's Report:**

Trent and Cathy will do a walk through of the facility, since record of the previous walk through can't be found.

775 lbs. of food were donated to the food bank from "Food for Fines".

Over 400 people attended "Story Time with Santa" over the three different sessions. Next year they will possibly hold it earlier instead of during Christmas break.

The board will need a training done by the state library. Shooting for the April 18 at 5:30, with the training to begin at 5:30 and the board meeting at 6:30. This will be a week later than typical second Thursday meeting time. At this training perhaps discuss board certification and strategic plan.

All volunteers and employees will need background checks according to the state library. Trent going to reach out to Jesse in Parks and Rec. to see if the library can use something similar to what they use.

\* Lib. Board will need to make a policy change in regard to these background checks and will add it to February's agenda.

Libby, the library's E-Book and audiobook provider has had prices going up in the last year and a half to two years; with some books doubling in price. 48,221 checkouts were made on Libby last year and so far this fiscal year 33,223 checkouts have been made, with 5,000 books on hold right now. With prices raising at this rate we may need to discuss enlarging the library budget with the city in the future. Also, the information on how popular Libby is (not the price increase) would make a good social media post for the library.

The library will continue to look for grants and way to be creative on how to increase collections. Janean also mentioned Echoes and Reflections will provide workshops and references to libraries.

Trent is working directly with the state library to get the best books for Libby and the State is being very helpful.

#### *Technology Plan:*

Duchesne has a really thorough technology plan that the State Library would like other libraries to emulate. However, Trent has found the library currently has no inventory of the technology the library currently has. The library staff is currently working on making a master list of all technology. Extra monitors have been in the backroom and no one is sure if they work or not. We aren't able to create a technology plan without a master list of existing tech. Current technology plan goals are to create a master list of what the library has and then to figure out what we need, and train staff on how to use and maintain tech. Trent will talk to the State Library and see if we are able to do a simple tech plan for the time being. This is something we'll circle back to next month. The plan isn't due until the end of June.

#### *Strategic Plan:*

\*Cathy will send out the strategic plan that James had begun working on. Everyone will read through it and we will have it on the agenda to discuss changes at our next meeting. Trent will check on the stats and update numbers as appropriate.

#### **Vice Chair appointment:**

Emily's second term on the library board ends in June. She doesn't want Cathy forced into being chair a second year if she doesn't want to. It would be best if a vice chair could be appointed for take Cathy's place and Emily would step into the role of previous chair. Cassidy would rather have Jenn asked to be vice-chair first. There is also a possibility of a new board member that may be willing to act as vice-chair. Cathy will talk with Damon and see if he is interested in joining.

Cassidy motioned to adjourn; Emily seconded, all approved unanimously.