

Highland City Library Board Meeting Minutes

June 21, 2018

7:00 pm

APPROVED August 9, 2018

In attendance: Roger Dixon, Cindy Jonsson, Claudia Stillman, Tiffany Whiting, Kim Bergeson, Carol Rice, Erin Wells, Ed Dennis and Nancy Passaretti on speaker phone

Public in attendance: Janice Hayes and Scott Smith

Absent: Lisa Bullington and Wayne Tanaka (Friends of the Library Chair)

Public Comment: Roger Dixon makes a public comment about the city council meeting. He was pleased with the outcome.

Consent Agenda: Claudia Stillman motions to approve the June 7th minutes as corrected. Ed Dennis seconds the motion all approve.

Erin Wells: Budget discussion about the Fee in Lieu the Library gets 13.11% from the Dept of Motor Vehicles tax. New Revenue along with the Dedicated tax.

The City Council voted to give the library a " clean slate" for the new fiscal year. Council wants to address the Dedicated Tax and cross charges for the next fiscal year's budget.

Ed Dennis and Erin Wells want to make sure we approach the city council carefully with new budget changes.

Grant update: \$5200 CLEF grant spent in acquisitions. LTSD Feb- May next billing cycle. The library wants to use the money effectively and carefully examining the best way to use the money.

Executive Function: Kari May notified

Website up before June 28 others will be trained on using the website.

Donor Plaques being worked on by Carol. Working on the best layout possibly near the book sale items and Roy will make them permanent. Carol will look for new spaces to put up additional plaques by future donors. Carol will keep in mind the purposes of the past donors as she works on the layout.

Director Recruitment: postponed until Erin and Nathan Crane can work on this together. Discussion about the possibility of Lynn Lonsdale working as Erin assistant while the staff is

feverishly working to get to get to NUCLC. Lynn has a MLS degree and familiar with the day to day operations of the librarian but would only be temp as she lives out of state 50% of the time. She will be leaving again in August. Erin's salary beginning July 1 will charge the library. Talk about how to approach city. Erin feels she is there to bridge the gap and relations with library and city but is currently swallowed up by double responsibilities.

Scott Smith agrees but concerned about Erin's job with the city. Erin needs an assistant. Especially with cataloging, Records, Acquisitions and the website, financial, Patrons activity, NUCLC reassurance would function as a library specialist to get through a difficult time until someone more permanent can be hired.

We have the budget and possible time frames. Ultimately its and Administrative decision.

Nancy asks if this is a city employee response is no but they would be a part time employee NOT an independent contractor.

Scott Smith says Erin is the ultimate professional but needs some of her burden lifted. Erin agrees to a meeting Monday, Tuesday or Wednesday of the following week.

NUCLC update item count currently at 44,736. With 1732 items left to acquire. There is a need for other items to be cataloged. Items can be purchased not cataloged yet, but all items must be cataloged within 6 months of achieving NUCLC. Kim not sure what to purchase- needs ideas and soliciting ideas from Readers and Teachers. Willing to buy from Seagull Book, Deseret Book and looking for other items. Will request multiple copies of children's books, homeschool books, more Audio books but no eBooks. We don't own the overdrive. Discussion about how overdrive works.

Strategic Long-Range Plan update:

3.1.2.2 Create children's library Additional square footage added to existing building as approved by Highland City Council- **completed**

3.2.1.7 Review results of needs survey and prepare options for presentation to the participating City Council(s) on next steps

Present options to the respective City Councils by May 2018 **—on hold**

1.1.2.1 Organize a Literacy Center for early childhood literacy Resource material purchased by end of second quarter 2018 – **working on currently – acquiring kits**

1.3.3.1 Replace printer/copier with a color copier Purchase by end of first quarter 2018 Library Foundation – **discussion with the Friends of the Library**

1.3.3.2 Replace two computers Purchase by end of first quarter 2018 **—by July 2018 library needs 2 for staff and 1 for cataloging. Cost is about \$1200 per unit.**

Nancy asks for color copier model and price from Les Olsen Company one similar to the city's copier. Talks about using a coin dispenser or a card swipe and options of leasing one.

Action item to get details for Nancy.

Scott thinks Microsoft may have donations for public libraries software, hardware etc.

Erin asks for the possibility of inviting employees to board meeting if they want to attend.

Policy for the Childrens Room tabled until July

Outreach: Claudia took fliers about her summer reading program to schools. Also, Lone Peak during club week needs info there as well.

Highland Fling: Teri Kent will help with the float. A banner is being made with 10th Anniversary on it Wayne has it entered in the lineup. Kurt Ostler wants people to be able to get a library card at the fling. Wayne will check on booth for the Fling and Ed will make sure we can use Venmo and Square to be prepared for payments of any kind.

Carol has ideas for 10 for 10 programming during the anniversary:

Specialized events ideas: mayor help with story time, volunteer appreciations events, celebrate reaching NUCLC, celebrate reaching overdrive

Board replacements: several candidates 5 total applied needed by July 17. Feb 2012 most current bylaws we have. need to review. Roger will need to do electronically to update bylaws for approval by the 30th of June.

Erin asks we be respectful of State and other librarians as we don't want to monopolize their time with our problems currently.

Next meeting July 31

Cindy motions to adjourn Ed Dennis seconds Adjournment 8:40 pm