



LIBRARY BOARD MEETING

Present:

Board Members: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown

Staff: Melissa Grygla, Library Director

Others: Nicolette Fike, Records Office

Excused: Joy Bratton

1. Call to Order – 6:32 p.m. by Chairman

2. Roll Call – A quorum was present

3. Approval of Minutes:

a. December 11, 2018

Motion made by Karin Brown to approve the minutes of December 11, 2018. Seconded by Brandi Meiners.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown

Motion passed 6-0.

4. Member Positions.

Discussion regarding various member positions and a need to discuss nominating into the various roles and roll call voting for them.

a. Chair

Motion made by Karin Brown to appoint Katie Leavitt as the chair. Seconded by Christy Jepson.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown

Motion passed 6-0.

b. Vice-Chair.

Motion made by Katie Leavitt to appoint Christy Jepson as the vice-chair. Seconded by Brandi Meiners.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown

Motion passed 6-0.

c. Secretary.

Motion made by Karin Brown to appoint Pam King as the secretary. Seconded by Katie Leavitt.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown

Motion passed 6-0.

5. Library Board Member Oaths of Office.

Swearing in of all present library board members and signing of oath for City records.

6. Policies.

a. Collection Development Policy.

Discussion regarding the staff report recommending updating the review and adoption dates on the policy, however no technical updates to the policy.

Motion made by Katie Leavitt to re-adopt the Collection Development Policy with the appropriate date revisions. Seconded by Brandi Meiners.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown

Motion passed 6-0.

b. Circulation Policy.

Discussion regarding the staff report recommending multiple changes to the policy including: updating the Utah State Code number in the first paragraph, increasing the number of checkouts, allowable overdue fines, checkout periods and updating the dates of adoption and review for the policy.

Motion made by Brandi Meiners to re-adopt the Service & Circulation Policy with the suggested revisions. Seconded by Pam King.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown
 Motion passed 6-0.

7. Director's Report: Melissa Grygla.

a. SPLASH: Library Night

Discussion regarding Library Night of Splash activities. The programs are being held on Tuesday, June 11th. Presenters include Lance Nielsen Magician from 6:00-7:00 PM and Wild Wonders Animal Show from 7:00-8:00 PM. We have two library staff members lined up to work that evening and will likely need a board member to volunteer to staff the first aid and lost child booth.

Carnival ticket sales are usually presold in the library. However, during the week of Splash last year we had 4,402 visitors and as a result we will only be able to sell tickets through the Saturday before Splash and not the actual week of Splash this year.

b. Financial Statement.

Discussion amongst the members regarding the library budget including revenues and expenditures to date. Further conversation regarding the City's budget process for staffing and the Library's current use of salary savings to further develop the collection holdings.

c. Statistics

| | December 2017 | December 2018 | Difference |
|-------------------------------|---------------|---------------|------------|
| Visitors | 5,576 | 5,662 | 1.02 |
| Programs | 31 | 29 | 0.94 |
| Programming Attendees | 434 | 306 | 0.71 |
| Reference Questions | 960 | 851 | 0.89 |
| New Card Holders | 70 | 70 | 1.00 |
| Removed Card Holders | 92 | 90 | 0.98 |
| Circulation | 8,782 | 9,989 | 1.14 |
| Computer Users | 239 | 319 | 1.33 |
| Wi-Fi Users | 79 | 684 | 8.66 |
| Proctored Exams | 33 | 16 | 0.48 |
| Volunteer Hours | 100 | 90 | 0.90 |
| Number of Volunteers | 23 | 24 | 1.04 |
| No Shows for Volunteer Shifts | 21 | 14 | 0.67 |
| Scheduled Absences | 2 | 4 | 2 |

8. Announcements:

a. Next Meeting: Tuesday, February 12, 2019 at 6:30 PM.

9. Meeting Adjourned Without Objection at 7:02 p.m. by Chairman

Motion made by Karin Brown to adjourn the meeting. Seconded by Katie Leavitt.

Aye: Brock Jackson, Brandi Meiners, Christy Jepson, Katie Leavitt, Pam King, Karin Brown
 Motion passed 6-0.

2-12-19
 Date of Approval

Pam King
 Library Board Secretary
 Pam King

Katie Leavitt
 Library Board Chair
 Katie Leavitt