

Mendon City Library Board Meeting

DATE: December 2, 2019

Attendees

Library board members: Katie Child, Lisa Robins, Millie Smith, Mary Heers, Heidi Hyatt, Bonnie Odd, Rick Shelton, Cassidy Nemelka. Library directors: Heidi Taylor, Brittany Benson. Friends of the Library: Paul Willie. City Council Liaison: Karole Sorensen.

Library board minutes

Lisa Robins read the minutes from the previous library board meeting in October, and the board voted to approve the minutes without changes.

Update on the library

Heidi Taylor and Brittany Benson updated the board on the library's progress. The library circulation and patron statistics for November are as follows:

- 315 patrons entered the library
- 7 new library cards were issued
- 558 items are checked out
- 140 items are overdue
- \$928.83 in fines to be collected
- 675 total patrons

Heidi reported that the library is now sending out weekly emails to patrons with fines to help with fine collection.

November programming

Brittany reported that the library held seven programs in November. Three of the programs were the weekly story time for children. The library also hosted two movie nights, a watercolor class and board game program. Seventy-nine people attended the seven programs, with an average of 11 people at each program. The most attended program is story time, but the movie night and the water color class were also well attended. Brittany is working with Stephen Bevan to see if he would like to have another water color class. Fifteen people attended the painting class, but another 15-20 people had put their name on a waiting list. A board member mentioned that Ellen Trickler also does watercolor and may be interested in hosting a class.

In December, the library is holding numerous passive programs, which includes putting out supplies for patrons to make ornaments and other decorations for the library's Christmas tree. The library is holding two movie nights in December (Angry Birds 2 on Dec. 9 and Abominable on Dec. 30). On December 13 there will a relaxation program for adults, and a Noon Year's Eve event on December 31 for children.

Brittany said she is working on the programming for January and February. She has thought about a chess tournament, coffee mug decorating, something for popcorn day and Valentine's Day, and a snowman competition if there is snow February.

Brittany is working on a newsletter that will go out to patrons monthly. The newsletter will include librarian book recommendations, instructions for using OverDrive, how to get a library card, and other

pertinent information. Patrons can pick up the newsletter at the library, and it will be posted on social media.

Brittany is putting new labels on the DVDs to make it easier to replace lost/damaged cases, redoing the shelf labels, and weeding the junior nonfiction. Brittany is putting together a teen advisory committee to have more interaction with more teens in the library. She hopes to begin the committee in January.

The library is starting a Lego Club for children, and a service book club for adults, both beginning in January. At the first meeting, the service book club will be making pillow cases for Little Lambs.

Time change

Since the library hours were adjusted, Brittany said she has noticed a large increase of patrons who come around 3:30 pm.

Junior Library Guild

Bonnie asked about the Junior Library Guild subscription. Brittany reported that the books being sold now were books that arrived at the time the library opened and hadn't checked out. Both Heidi and Brittany felt that the books that have been arriving from the Junior Library Guild since that time are more popular with patrons.

Library board training

Liz from the state library will be coming to train the librarians and the library board on January 21 from 6 -7:30 pm. All board members and the city council liaison are strongly encouraged to attend. Liz will do privacy training and training for board members.

Color printer

Heidi purchased a new color printer. Patrons will be charged 10 cents for black and white copies and 50 cents for colored copies. The funds raised can be used to buy more paper and toner for the printer.

Board and city goals

Katie gave a copy of the library's vision statement to Heidi. The library discussed the board goals for 2020. The board and librarians determined that the library's goal for 2020 is to bring in more volunteers to the library. Heidi created a volunteer binder, which includes tasks volunteers can help with, the opening and closing procedures, and a section for recording the volunteer hours. Volunteer projects include dust shelves, find lost titles, shelve books, shelf reading, review donations, scan in patron applications, organize office and craft materials, and clean windows. The minimum age for volunteering is 16. Groups who provide leaders can be younger than 16. The library will advertise for volunteers on social media.

The teen advisory committee will have a committee geared to service at the library.

Book budget

In the past, the book and DVD budget were combined. The board felt dividing them into separate categories would be helpful, so Rick will create a separate for DVDs. The DVD budget will be 5% of the total book budget, which is approximately \$200 for the remaining fiscal year. Karole recommended asking the community for DVD donations to build the collection. Heidi said most of the DVDs purchased currently are new releases that are shown at the Monday movie nights.

Binder collection

Heidi is collecting the library board binders. She would like the binders before January, so she can have them updated before the library board training on January 21.

Updated library application

Heidi updated the library application. She is also making a color brochure that can be distributed to patrons. Heidi asked whether she should include the brick fundraiser in the brochure. The board discussed the cost of the bricks. The bricks have already been purchased, and space on the patio is limited. Paul would like to have a one-time campaign and not an ongoing sale. The board discussed a possible price for an engraved brick. The board tentatively discussed \$300 per brick. The general consensus was to put a teaser in the brochure to let know the community know that the brick fundraiser will begin in May.

The brochure includes the library hours, a list of the library board members, how to get a library card, the library's social media accounts, a review of the library programs, and basic library policies.

Creation of a library co-chair or vice chair position

Katie proposed the creation of a library board co-chair position to serve with the library board chair. The library co-chair could work closely with the library chair and share the responsibilities of the position. The bylaws state the library board could be no fewer than five people and no more than nine, so the co-chair position would be someone already on the library board. The library bylaws should be updated to show that the library board chair should serve for three years (instead of one year). Paul proposed not creating two equal positions but creating a chair-elect or vice chair position. Heidi Hyatt recommended that the co-chair or vice chair serve for one year. At the end of the library board chair's tenure, three additional board members would have received experience serving as a co-chair or vice chair, and one of them could serve as the next library board chair.

Katie announced that she would be resigning as library board chair. The new library board chair will be Mary Heers, serving for three years, and Millie Smith serving as co-chair or vice chair for one year. Katie will remain on the library board and help with the library fundraising and grants.

The library board decided to change term limits for a library board member from one year to two. After a two-year appointment, a board member can reapply to be on the board again. The board members can bring suggestions for new library board members. The board welcomed Cassidy Nemeika as the newest board member on the library board. The board discussed looking for board members from other areas within the library boundaries, such as Young Ward, Maple Rise, and Petersboro. Kookie Tanner has been given emeritus status. The library board can still add a few more members to reach the nine-person limit.

All of the board members voted to approve the changes.

Proposed library policy updates

Fines:

Waive fines under \$1.00.

Send out overdue email reminders.

Change book fines to \$.10 per day with \$3.00 max.

Change DVD fines to \$1.00 per day with \$10.00 max

Change telescope fines to \$10.00 per day with \$70.00 max

(If the telescope is not returned, then the patron is charged the total replacement cost.)

No checkouts allowed if a patron's total fines are \$10.00 or greater.

The librarians can use their own discretion when deciding whether to write off fines.

Renewals:

Any item that has been checked out for a three-month period cannot be renewed unless a librarian sees the physical copy of the item first. If the patron brings the item to the library, a librarian will check in the item, and then the patron can check it out again.

Lost items and replacements:

Patrons are welcome to bring in replacement items for lost or damaged books and DVDs by purchasing the item through another vendor, such as Amazon, as long as the replacement is the same the original item. (For example, a hardcover book must be replaced with the same hardcover book). A patron with a missing/damaged item has one month to replace the item or the patron cannot check out items.

Interlibrary loans (ILL):

The library will charge \$3.00 per book. The money will be used to pay shipping and for supplies for maintaining the library collection, such as book covers, contact paper, and DVD replacement cases. The board recommended giving a break to frequent ILL users. For example, after paying for three ILL requests, you can get the next two for free (punch card). The librarian will notify the patron if a book request will be fulfilled through ILL, so the patron can approve the \$3 fee.

Money will still need to set aside for ILL and book club sets since the fee will not always cover the full cost of shipping.

Book club sets ordered through the Utah State Library will cost \$1.00 per book. The replacement cost for a missing book will be \$20.00 (fee charged by the Utah State Library). This increase will help with the cost of shipping book club sets. Book club sets must be ordered through the library and not the state website to help eliminate confusion.

The library will have a shopping list where patrons can add their purchase requests, which will help the library build a better collection.

Computers:

A patron can use a library computer for two-hours per day, and one-hour max if other patrons are waiting for the computer. A patron needing a computer for school work will have priority over a patron playing computer games.

One computer will be set aside for the card catalog to better serve patrons.

Holds:

Items placed on hold are held for pick up for one week. Patrons who fail to pick up their ILL before its due date will still be charged for the ILL.

Book sale:

The book sale will be on going. Hardcover books cost \$2.00, and softcover books cost \$1.00. A bag of books (fill-a-bag) costs \$5.00.

Reading room and flex room rental:

Renting the reading room or flex room costs a \$25 refundable deposit. The deposit is returned if the room is clean. Piano recitals must be held during the library hours.

The updated library policies take effect January 1, 2020.

Cemetery Stroll

Karole and Mary met prior to the library board meeting and discussed the cemetery stroll. They feel that the first year that the cemetery stroll is held it should not be large fundraiser for the library but function more as a library program. Karole proposed holding the cemetery stroll near Memorial Day weekend or in September. Karole is still researching similar events in other communities. The board felt the cemetery stroll fits within the library's mission. Someone proposed selling carnations for \$2 at the stroll. The library can also set up a display table to sell the Ride the Rails CD and the history of Mendon.

Mary donated a copy of Ride the Rails CD, which includes a few stories told by Mendon residents. The CD will be available for checkout. The board proposed selling copies of Ride the Rails for \$10.

Meeting adjourned

The meeting was adjourned until Thursday, January 9, 2020, at 8 pm in the reading room of the library.