

Mendon City Library Board Meeting

DATE: January 21, 2020

Attendees

Library board members: Katie Child, Lisa Robins, Millie Smith, Mary Heers, Heidi Hyatt, Mandy Powell, Rick Shelton, Cassidy Nemelka. Library director: Heidi Taylor. City Council: Ed Buist, Ron Campbell. Utah State Library: Liz Gabbitas

State library board training

Liz Gabbitas from the Utah State Library was at the meeting to train the library board. Heidi provided each member of the library board, the city council liaison, and mayor with binders of the library's mission statement, bylaws, Utah open meeting code, and the Utah public library trustee manual.

Liz discussed the three-fold mission of a library board: be a leader, a steward, and an advocate for the library.

Liz explained the code of ethics in libraries, the characteristics of a good board member, and the relationship between board, director, and citizens. Liz said the library board and the director should present a united front to the community. Liz encouraged the library board to come up with a strategic plan that includes dates and milestones. The plan should have specific plan with dates that helps meet the library's mission statement. She recommended creating a three or five-year plan.

Liz presented her golden rules of library boards:

1. Don't criticize decisions.
2. Don't leak personal information.
3. Don't insult each other.
4. Don't disappear: be present, fulfill roles.
5. Do use the library.
6. Do prioritize your responsibility.
7. Do share what you are doing with the library with all your neighbors and friends.
8. Do listen to your neighbors and bring their concerns to the library.

Liz listed the following resources for library boards: state library trustee training videos, American Library Association, and the Utah Library Association.

Privacy policy training

Liz also instructed the library board on privacy in libraries. Her rules for privacy are as follows:

1. Don't give out other people's personal information.
2. Patrons should opt in for having the software maintain a reading history.
3. Don't share who has read or is reading specific titles. Don't disclose another patron's reading history to others.

Liz cautioned the library to make sure the internet service is not storing a patron's data after he/she leaves a computer. Liz encouraged deleting the internet history, cookies, and downloaded files frequently. She will send Heidi recommendations for software that clears a computer history after each login.

Liz encouraged the library director to share as little information as possible in third party agreements, for example, with Overdrive or Follett. Liz encouraged the library to offer program educating patrons on preserving their own privacy in a digital world. She recommended signage near computers reminding patrons to log out their accounts.

Liz reminded the board that libraries are not the caretakers of children. A parent is responsible for what child does at the library. A library cannot take on the role of parent.

Liz recommended reaching out to similar sized libraries to see how they operate. She recommended the Richmond Library (with Laura Smith as director) as a resource. Liz's contact information is lgabbitas@utah.gov.

Mendon Library board bylaws

Heidi presented a privacy policy for the Mendon Library. She recommended that all new library board members attend privacy training. She also recommended that a simplified version of the privacy training be presented to all volunteers.

Heidi will get an external drive to back up patron applications and other private information.

Heidi asked all library board members to review the updated library board bylaws before the next board meeting in March, so the policy can be voted in. Each board member was given a copy of the proposed bylaws, with the new parts highlighted in yellow.

Mayor Buist reviewed the procedure for how adding board members. He said the library board will come up with the names of the new members, and then present those names to the city council. The city council will then vote on the names. The city council will vote to approve Mary Heers as library board chair and Millie Smith as vice chair at their next meeting. Mary and Millie do not need to attend the meeting.

Heidi proposed the library board meet bimonthly, so the meetings are held more frequently and of shorter duration. The meetings will now be bimonthly on the first Wednesday of the month in the library reading room.

The library board discussed the number of members currently on the board. The state library recommends five to nine board members. However, the city council liaison counts as a board member as does the library board chair and vice chair. With those people included, the Mendon Library board has too many people.

Ron Campbell recommended creating committees that help the board but don't count as a board member. Katie and Bonnie Odd will become the grant writing committee and be removed from the library board. Lisa has served as secretary since 2016, so she will resign, and Heidi will appoint a new secretary from the library board members. Lisa will stay on as a board member and help train the new secretary.

Mayor Buist suggested setting a date, such as July 1, for sustaining new board members and removing board members who have finished their terms. He said you want to be careful about releasing all the

board members at the same time. He recommended no more than half of the board members change each year.

The treasurer will not be a member of the board and will not need to attend library board meetings or be held to term limits. The library director and treasurer will meet before board meetings to discuss the library's finances.

Mayor Buist reviewed who has keys to the building and the library. The only people with keys to the library are the librarians, Heidi and Brittany, and Katie Child. Heidi has a key to the upstairs area.

The board meeting was adjourned.