

Minutes from Mendon Library Board Meeting
September 2, 2015

Board Members Present: Katie Child, Bonnie Odd, Mandy Powell, Millie Smith, Monica Weeks, Janet Willardson, Ryan Yonk
Absent: Mayor Ed Buist (excused), Kris Whoolery (on leave)

Action items for board members are in bold.

August's minutes were read by Monica Weeks. The minutes were approved unanimously with no changes by the board.

Katie reviewed the delegation of responsibilities for board members. Katie Child is the chair, Bonnie Odd is co-chair, Janet Willardson is treasurer, Monica Weeks is secretary, Ryan Yonk is the fundraising/grants advisor, Millie Smith is over children's programming, and Mandy Powell is over public relations.

We discussed an idea for a possible Halloween fundraiser (trunk or treat/chili cookoff/costume contest), but decided to save the idea for next year.

Katie reviewed some of the decisions the board will have to make in the near future. First she reviewed the Utah State Library Division certification requirements. If we want our library to qualify for state library grants, we would need to meet all 18 of these. Our goal is to achieve as many of these as we can (the ones we can do without having a building yet) by the end of 2015. These short-term goals will become part of a longer-term three-to-five-year plan for the library. We would like to be certified by July 1, 2016, if possible. Katie recapped all the requirements (see <http://heritage.utah.gov/wp-content/uploads/USL-Certification-Standards-for-Utah-Public-Libraries-2015.pdf?07bae3>, pages 6-9 for specifics).

Library board's progress on standards:

- 1 Already met
- 2 Mostly met. **Monica will post minutes and meeting announcements at post office or Mendon Station.**
- 3 Three-year plan—Katie and Bonnie have begun developing this.
- 4 Online access policy—Katie and Bonnie have begun developing this.
- 5 Some training for board members is available online. **We'll probably need to work with the USL's training coordinator on this one, Katie will contact her.** Our goal is for all board members to be trained by the end of this year.
- 6 Can provide this information on our Facebook page for now, eventually on a website or in the library itself.
- 7 Katie and Bonnie will eventually lead this project.
- 8 Janet volunteered to head this up since Kris is unable to do so at this time. Janet has the materials to get started and will make sure she has all the info she needs from Kris.

- 9 Possibly met. We need to find out if our donated rental space counts toward this governmental total. We also need to ask the state library if we can count RAPZ toward our income. Ryan notes that Newton's library has a similar budget to ours and that we should check with them to see how they meet this requirement. He also noted that a second 501c might be the solution. **Katie will talk to Newton's library director and find out.**
- 10 Bonnie notes that we will need to hire someone ASAP in order to get them trained by next July, or else we will need to hire someone already certified. **Katie will talk to someone at the state library and see if rural libraries are subject to these timing requirements. Ryan will check to see if he has a contact at the state library already.**
- 11 See notes on 10.
- 12 Katie and Bonnie are researching this.
- 13 To come—we will need training for this.
- 14 We should be able to meet this goal, see discussion below.
- 15 Katie and Bonnie will begin developing this.
- 16 Not applicable for us to have to meet, but we will work with city on this.
- 17 Computer tech support—we need a paid professional on call, not just a volunteer. Bonnie suggested looking into acquiring Chromebooks. **Ryan noted that we could probably obtain even more powerful computers from donations. He will look into this.**
- 18 Not applicable for us to have to meet, but we will work with city on this.

Our long-range plan needs to include bylaws for the library board. **The current bylaws need to be updated, Katie will head this up.**

Katie presented a possible mission statement for the library, and we all agreed to consider it and add to it if possible. Bonnie suggested a few changes. Katie noted that we need to have City Council members who continue to support the library and urged us all to consider running or think of someone who would support the library and be willing to run. **We need to get our Friends of the Mendon Library organization up and running, Katie asked for anyone who is interested in heading this up to contact her.** Ryan noted that library board and Friends board members are often the same people, so it's ok if we do both. Mandy suggested that we could have the Mendon Youth Council help with fundraising as well.

Operating budget and hours of operation: We need to be open 23 hours a week with at least 7 evening/weekend hours. We discussed how we could have two P/T employees, one at \$15/hour for 16 hrs/week and another at \$13.70/hr for 8 hrs/week, and supplement the employees with volunteers. With this plan we could stay within our current budget and be open 24 hours a week. We discussed a possible schedule of M/W/Th/F from 3-7 pm, Tues from 10 am – 2 pm (storytime day), and Saturday from 10 am – 2 pm, for a total of 24 hours/week. **Monica will look at our customer surveys and see if feedback**

suggests we should consider a different schedule. There will be more work to come on the operating budget.

Katie looked over the existing library shelving and said that it will probably meet our needs for now once it is cleaned up. We agreed to use what we have for now if possible, and will make a final decision once the building dimensions are finalized.

Ryan noted that we still need to apply for nonprofit status (501c3). Ryan will look into doing this with Janet's help. We also need to fill out 1023 forms, Janet will talk to an accountant and find out how to move forward with that. Katie will scan and send to Ryan all documents needed for this.

Ryan suggested that we all consider the library's vision and purpose and plan accordingly, don't be afraid to think big. He can help us find additional funding sources. He suggested that we look into securing a renewable RAPZ tax, saying that we can use the fact that we serve an unincorporated part of the county (Petersboro) to our advantage. There are specific tech grants that can help us with computers, Kindles, etc. We can also cultivate individual donors and get them to buy into longer-term donations rather than just writing one check. We can ask for donations for specific things—shelving, reading room, etc.—rather than just general funds. Ryan noted that while most of the library standards would enhance our library, the requirement for local government support compliance might hold us back from even greater financial success through fundraising, etc. **Katie agreed to do some more research on the matter and speak with Newton's library board to see how they meet the government support requirement. She will also talk to the state library and find out what the advantages are for us to meet their standards (in addition to qualifying for certain grants). All board members were challenged to come up with five potential donors before our next meeting.**

We then adjourned the meeting and agreed to meet again on Wednesday, October 7, 2015, at 8 pm.