

Mendon City Library Board Meeting

DATE: March 4, 2020

Attendees

Library board members: Mary, Heers, Millie Smith, Katie Child, Lisa Robins, Heidi Hyatt, Mandy Powell, Angie McMurdie. Library director: Heidi Taylor. City Council liaison: Ron Campbell. Friends of Library: Paul Willie.

Review of library board minutes

Ron Campbell motioned to approve the library board minutes from the meeting on January 21, 2020, and Angie McMurdie seconded the motion. The board voted unanimously to approve the minutes.

Library financing

Katie Child reviewed the financing for the library, including where the money comes from to pay various bills, the librarians' salaries, building maintenance, and so forth. The library's phone currently comes through Darren Child's company. Heidi Taylor reported that the phone service works well, but the library board can decide in the future whether to switch companies. The Utah Education Network costs \$150 per month, and Katie wondered if the library could get this service cheaper. Heidi Taylor will talk to the mayor to see if AllTech and Utah Education Network are providing duplicate service for the library's internet and filtering. The building maintenance and utilities are paid for by the city's budget. Katie said that in the past the library received a grant from the Eccles foundation for \$75,000 and another grant from RAPZ for \$65,000. This money helps fund library programming, new books, and supplies.

The library's subscription to the Junior Library Guild was paid for from the Eccles grant. This subscription continues to provide shelf-ready books through August 2021. At that point, the library board will have to decide whether to renew this service. The Friends of the Library has approximately \$46,000 in their account. RAPZ grants can be used for programming but not hard assets, such as books, shelving, or building maintenance. Katie said she will continue to apply for RAPZ grants and to look for other grants. The library needs to raise approximately \$20,000 per year to fund the library.

The library board discussed raising funds by selling engraved brick pavers for the building patio. The last time this fundraiser was done it raised \$75,000 for the construction of the building. This time all funds raised will go to the library. Paul Willie encouraged members of the library board and other citizens who love the library to run for the city council, so the library's interests are better represented. Katie would like to see the city to contribute an additional \$10,000 per year to running the library. The city currently contributes \$10,000 per year to the library, and a private donor contributes an additional \$10,000.

Mary Heers said the library will become an essential part of the community through programming. She encouraged the board to continue to think about how we make the library invaluable to the community. The city is committed to funding the library for 10 years. Closing the library up to that point requires a public hearing. The library board will work on a five-year vision plan for the library.

Ron would like to see a monthly spreadsheet of library expenses, and Heidi Taylor reported that she has a spreadsheet that she can provide.

Library fundraising

The library board discussed future fundraising ideas. The library board discussed holding another brick paver fundraising this summer, with a goal to raise \$50,000 for the library. The library plans to host a cemetery stroll, but the board decided this event would be offered for free with donations encouraged. In the past, the Friends of the Library have hosted a musical program during the city's 24th of July celebration. Paul said previous musical programs have earned between \$2,000-\$3,000 for the library.

Mary will create a sub-committee for organization of the cemetery stroll. Suggestions for the committee are Mary Heers, Karole Sorensen, Ruth Morgan, Vicki Doolittle, Chris Groll, Richard Watkins, and Paula Watkins. Mandy Powell recommended contacting Loralie Choate with Q92 to promote the event and suggested that the committee market the event to the valley. The board tentatively recommended Labor Day weekend for the event. The cemetery stroll committee will meet and then report their plans at the library board meeting in June.

Paul asked the board to help him come up with at least five names for a Friends of the Library fundraising committee. Ron, Katie, Mandy, and Lisa volunteered to be on the committee with Paul. Another suggestion was David Odd. Paul recommended having the fundraiser ready for the May Day celebration. Paul will contact the committee to begin the planning.

Voting on new chair, vice chair, and secretary

The library board voted unanimously to vote Mary Heers as the new library board chair, Millie Smith as the library board vice chair, and Cassidy Nemelka as the secretary.

Safety training

Millie talked to library board about the need for safety training for the librarians and city employees. The city will be adding two security cameras, and Heidi Taylor will put up signs alerting patrons to the cameras. The librarians will also have pepper spray. Deputy Clark will provide safety training for the librarians and city employees.

The library board reviewed the Bridgerland Emergency Response booklet that Millie provided. She said the library board and city need to create their own Mendon City emergency plan. The goal was to have it ready within 60 days. Angie and Heidi Hyatt volunteered to be on the city safety committee. Ron will propose their names to the city council.

The focus of the safety training will be on prevention. Polly Williamson is offering a self-defense class for all interested citizens at the library in April. Heidi Taylor will tell the city employees about the class.

The library also needs to have a gate installed in the entrance of the desk area to keep patrons from going behind the desk. The library board felt this might be a good Eagle Scout project.

Mandy said she could edit the Bridgerland Emergency Response booklet, making it specific to Mendon City, if someone can provide a .pdf of the document. Members of the board mentioned the need for better lighting outside the library. The safety committee is also recommending a panic button be installed in the library, which directly alerts law enforcement dispatch in an emergency.

Fax number

A patron expressed a desire for a fax machine at the library, but the library board decided that it was not necessary at this point.

Bylaws and privacy policy

Mary asked the board to review the library bylaws and privacy policy. Any changes or suggestions must be sent by email to Mary before March 15. The bylaws and privacy policy will be approved on March 15 if no one has any objections.

Patrons using the library after hours

The board decided the library's policy is that all patrons wishing to use the library for special programming must do so during the library's open hours. Only events sponsored by the city, such as city council meetings or planning and zoning meetings, can meet after library hours. Ron motioned to approve the new policy, and Mandy seconded the motion. The new policy was approved unanimously by the library board.

Unaccompanied children in the library

Heidi Taylor said the library has been having a problem with unaccompanied children attending programs and using the library. The library does not have the staffing to deal with loud, messy, or disobedient children. The board agreed that children under the age of 12 must be accompanied by a teenager or an adult at library programming. Heidi Taylor will look at the policies used by other libraries and email her report to the board.

Director's report

Because of time, Heidi Taylor said she would email the director's report to the board.

Meeting adjourned

Angie motioned to close the meeting, and Heidi Hyatt seconded the motion. The meeting was adjourned. The next meeting will be June 24, 2020, at 8 pm.