



JUNE 24, 2020 – LIBRARY BOARD MINUTES

Attendees:

Mary Heers
Rick Shelton
Paul Willie
Heidi Taylor
Cassidy Nemelka
Millie Smith
Ron Campbell
Angie McMurdie
Mandy Powell

Meeting called to order by Mary at 8:01 pm.

Minutes from March approved – motioned by Ron, Angie seconded. Unanimous Vote.

Directors Report – Heidi reported that summer hours have been from 10 am to 2 pm, since June 1st. It seems to be working really well and all volunteers are wearing masks, distancing and sitting behind a protective shield at the desk. Heidi would like to keep the same hours for July as well.

The number for the summer reading program are up, for 190 readers compared to last year's total of 181. 46 adults have signed up, 99 children and 49 teens. Everything is being tracked through the Reader Zone app, which tracks reading hours. Many sponsors have helped out with summer reading and will be composing a social media post to thank them. Surprise bags were a success, with a count of 144 bags so far. Curbside bags came to a total of 50. Heidi also noted that they have started a scavenger hunt around Mendon and if families complete 10 tasks together, they can come to the library for a prize.

Circulation numbers for May were at 570 and are now up at 870, Libby circulation numbers were up to 2914 checkouts (year to date). Volunteer hours are going well, with board members and younger kids, ages 14-17, coming to volunteer. In total the library had 66 volunteer hours from March 14 to now. Upcoming programs, working on mask kits. So far 15 total kits have

been made. Creativebug partnership with the state library and JoAnn gift cards have helped with purchases. Heidi noted they are planning on doing kits twice in June and twice in July. Heidi also mentioned a partnership with Zootah on social media and on patron email lists to send out fun videos. At the end of the report, Ron wondered if additional volunteers were needed. For the most part, Heidi feels that things are okay, but they could possibly use additional help on Mondays and Thursdays.

Budget – Rick reviewed the different categories of the budget and noted that currently we are over the budget by \$312. Cash in bank is \$25,371. Rick also noted that everything could be spent this year and recommended getting additional cash through fundraising or grants. Rick also proposed a \$3,700 increase for the 2021 budget. Ron inquired about the city contribution to the IT service each month. Heidi stated that it was \$150 per month. In the 2021 budget, the category listing was changed from subscriptions to provider/services. Ron and Heidi will both be working with the city clerk on bids for the new website. Ron motioned to approve the budget, with Angie seconding. The vote was unanimous.

Safety Updates – Going through the incident response template, Millie noticed a section regarding animal welfare and asked about omitting it. Heidi suggested including it, as at other libraries, people would bring in animals and could become an issue at some point. Millie suggested beginning with gathering emergency contacts and would like to make that a priority. Ron and Mandy will get to work on that part. Millie will start contacting people to get phone numbers. Mandy volunteered to Photoshop and edit the template. Ron would like to send the booklet to Square One to be printed in the same format. Once it is completed, Millie suggested, gathering together and having a training on all the updates.

State Licensing Questions – Following the meeting with the state library, Heidi reviewed all the areas that need to be met to become state certified. Heidi noted there were two main areas of concern, the first being program attendance. She and Brittany feel we are now meeting that. The other is the turnover of digital materials, which can be seen from reported numbers, we are also meeting that now. Another concern is having 65% monetary support from the city. Currently, the city provides 50%. Heidi says this is the main concern, as the other areas are easier to change. She also mentioned working with the state library to do a five year plan for the library. Liz from the state library will refer plans to the library and guide through the process.

Heidi also noted the benefits of certification, such as grant and program opportunities. Paul noted how important the certification is for grant opportunities. Heidi noted that the library has had to turn down certain grants because the library is not certified. Heidi recommended that the board check out the Richmond City Library to see their website and what certification has done for their programs. Each board member expressed interest in pursuing certification and Millie recommended additional focus on the five year plan. Heidi said she would reach out to Liz to start work on the plan. Mary also suggested the board focus on a five year plan. Mary also

recommended bringing the 65% support issue up to the city council as soon as possible. Ron agreed and will include the issue in his report for the July city council meeting. Mandy, Ron and Mary noted that it will be a good opportunity to educate the city council on the goals of the library towards certification. Paul suggested creating a slideshow to present to the council, as it will better show the vision of the library and get the message across. Heidi, Mary and Ron agreed to form a subcommittee to get together a message to share with the council.

Internet Policy – Mary summed up the policy, which includes added filters, but Mary also commented 100% protection is, of course, not guaranteed but added filters help. Mandy also commented it helps being in a public setting and having the screens facing out. Heidi updated the allowed hours for kids to be on computers. The hours were changed to a one hour allotment, two hours max if need is slow. If patrons need computers to do homework or look for a job, they are given priority. Heidi also noted that the library received new computers from an ITDR donation. The library has 8 new computers. Heidi is looking to sell the current Macs. The old computers are still being used by the librarians.

Millie suggested checking out educational games for children, with a limit of 30 minutes allotted. Heidi has learned from other libraries that they are expensive. With the new touch screen computers, Heidi would like to talk to IT about adding fun options for younger patrons. Mary inquired about any age limits on the computers. Heidi stated that there are currently no limits, but if there are no adults accompanying children, they are not allowed to use the computers if they don't know how to use them alone. Mary also inquired about what types of games are being played on the library computers and if they are violent or concerning. Heidi felt that the games being played were not too concerning, but was thinking of adding a block on Fortnite games in the filter. Mary proposed vote, Angie motioned to approve, seconded by Millie and Mandy. Unanimous vote.

Vote on fall plans – Heidi presented ideas for programming in the fall, including art on the lawn and parties on the patio bricks. Board members were enthusiastic about the idea, especially with most summer events being cancelled. Mary suggested putting programming ideas on the next meeting agenda.

Brick report – Paul reported that there are currently 693 vacant bricks on the patio and noted that the budget is looking low and brick fundraising is needed. They are selling for \$250 a brick and need to be promoted additionally, as it is a secluded area. Paul is unsure how to sell during the virus, as the original campaign was conducted door to door. Sending a letter by mail was an idea, but Paul noted that he was unsure how many brick donations that would generate. Paul set a goal of each board member selling 10 bricks. He also suggested other ways of selling bricks, such as catering to corporate sponsors and living family members of previous mayors and May queens.

Paul would like to circulate an updated flier that would promote library programs and circulation numbers to get contributions. Heidi volunteered to draft library updates to send around with the flier. Mandy added that, if conducted under the umbrella of the city, this could help the library become state certified. Ron inquired if there was a brick fundraising committee to help with these details. Paul says there is a brick committee, but he is unsure of how to bring them together during COVID. Mandy noted that there are several Mendon Facebook pages that brick advertising could be posted to. Paul also noted that in the previous campaign, contributors were thanked with a dinner, but also noted the unlikelihood of this happening during the virus. He also suggested perhaps sending a small Mendon history booklet out as a thank you instead. Mary suggested delegating the finer details to the committee for decisions. Paul and Ron volunteered to set up a committee meeting on Zoom to discuss ideas for the fundraiser. Heidi also suggested putting something in the newsletter and patron emails.

Pop Machine – Heidi pursued the idea and reached out to Hyrum City Museum Curator, Jamie. They have 2 pop machines. Jamie’s husband owns a pop machine company and would help us find machines and help maintain them. Certain percentages would go to the library. Heidi suggested this could be a possible additional fundraising opportunity. Ron mentioned that he would like to see concrete numbers to see if it would be worth it to the library. Angie noted that it could be a hassle, as Fannesbeck Greenhouse has had trouble with their machines. Mandy suggested that there should be healthier options provided, rather than just soda. The board moved to put the issue on the next meeting agenda.

Open Items – No further items were brought up for discussion.

Motion to adjourn by Mandy, seconded by Angie.

Meeting was adjourned at 9:06 pm.

Next meeting will be held September 23, 2020 at 8 pm.