

Mendon City Library Board Meeting

DATE: August 26, 2021

Attendees

Library board members: Millie Smith, Mary Heers, Lisa Robins, Ruth Morgan, Janelle Simmons, Ron Campbell, McKenzie Martin, Kinley Hyatt. Library director: Heidi Taylor. Community member: Lisa Puga, Jessica Martin.

Mary welcomed the new teen board members, Kinley Hyatt and McKenzie Martin, as well as new board member Janelle Simmons. With the addition of the new board members, Mary said that Angie McMurdie is stepping down from her position on the board. Mary spoke to Cassidy Nemelka, and she is doing well after the recent birth of her son and should be able to return to the next board meeting. Mary said that the board has nine members now, including the two teen board members.

Director's report

Heidi reported that in July the library had 1,214 checkouts with 564 checkouts through Libby/OverDrive. Also the staff issued five new library cards, and 738 patrons entered the library. The library currently has ten regular volunteers.

Heidi announced that Rebekah Smith and Abby DeCoursey will be joining the library staff. Rebekah will be in charge of interlibrary loans and book group orders and is being paid with money from a grant. Abby will work as a library page for five hours a week.

The fall programming will start in September and includes a STEM club for children ages 8-11. The club is being run by two local engineers and will meet monthly through April. The club has room for 10 children, and sign-ups for the first club meeting are almost full. Children sign up before each club meeting on a first come, first serve basis. Heidi will use money from the RAPZ grant to pay the club instructors and pay for supplies.

State certification update

Heidi was happy to report that she is on target to submit the library's state certification packet on September 9. Mary, Millie, and Heidi met with Heidi Fendrick from the state library and received very positive feedback. Heidi said there are just a few things to finish up for the application. Heidi has already received a list of upcoming grants for which the library can apply. Heidi will attend a director's summit in October, where the library will receive the library service award. Heidi said the Mendon Library is the first to be newly certified in the state in many years, and she is excited about the grants that will be available to the library after it is state certified.

Approval of minutes

The library board voted unanimously to approve the minutes from the meeting on July 29, 2021. At the next meeting, the board needs to approve the minutes from the meeting in June. Heidi asked the board members to review the June minutes before the board meeting in September. Going forward Mary requested that board members review the board minutes as soon as they are available. Cassidy sends board members a copy of the minutes, and they are available through the library's website. The public notice website <https://www.utah.gov/pmn/> contains recordings of the library board meetings.

Patron card policy

The library board reviewed the patron card policy drafted by Lisa Robins as per the board's discussion at the July board meeting. Mary recapped the policy discussion for the new board members. After discussing the policy, the board voted to approve the patron card policy with one correction. The new policy will go into effect immediately. The new policy states that residents of Mendon city and its adjoining communities are the library's target audience. The library will not charge a user fee for patrons residing outside Mendon City. Teachers at Mountainside Elementary are considered part of the Mendon community and are welcome to get a library card. The board will continue to monitor where patrons are from and continue to discuss monthly any pros/cons associated with the new patron card policy.

Friend of the Library open house

Millie will send all board members a video from the state library on library advocacy and urged everyone to watch it. Watching the video will go toward the training hours required for board members.

The board discussed hosting a Friends of the Library open house this fall. Heidi said the Friends of the Library and library staff have been advocates for the library, but they are struggling to bring in new members. She hoped that a presentation about the role of the Friends of the Library would help educate citizens and promote membership growth. Janelle said she thinks the best way to encourage people to join the Friends of the Library is by talking to and inviting neighbors. Janelle unsure whether many would attend a Friends of the Library open house. Mary recommended the library combine the Friends of the Library open house with another library activity. Lisa Puga encouraged the library staff to talk to all who attend library programming about joining the Friends of the Library. In response to social media posts about the Friends of the Library, board members suggested creating short posts with a link to more detailed information and creating short 30-second videos with Friends of the Library members talking about what they do as part of the organization.

Heidi asked each board member to submit to her two names of potential Friends of the Library members.

Heidi asked also the board members to send her at least two names of businesses that are owned by or operate in Mendon, so that the Friends of the Library can approach the businesses about becoming a corporate sponsor of the library. Janelle said that the community used to put out a local phone book with Mendon City businesses, which may be a starting point for finding corporate sponsors.

McKenzie said that the Bear Lake library offers a library card that attaches to your keychain, and she wondered about having some printed and selling them as a fundraiser for the library. Heidi said the state library will print new library cards for all the patrons after the library becomes state certified, and the keychain library cards may be included for free. Heidi will check into the matter and see whether we can use the keychain cards as a fundraiser.

City council report

At the city council meeting in August, Ron presented the names of Janelle, Kinley, and McKenzie for approval from the city council. Kinley attended the city council meeting, and Heidi appreciated her effort to be there. In the future, Heidi recommended new board members attend the city council meeting in which they are approved. The city council meets on the second Thursday of each month at 6 pm. At the next city council meeting on September 9, Ron will put forward Lisa Puga for approval as a new library

board member. When joining the board, potential board members should write a short paragraph to the city council about themselves and why they would like to be on the board.

Heidi would like to give a director's report at the city council meetings, and Ron will ask Traci Hillyard to add the library to the city council agenda.

The city council was unsure about purchasing folding chairs to replace the Copper Mill chairs. The city council agreed to buy one of each of the four potential folding chairs to see whether any would work for the library and city needs.

Approval of library policies

The library board discussed and voted unanimously to approve the collection development policy, the strategic plan, and the interlibrary loan policy.

Budget update

Heidi proposed some small changes to the distribution of money in the library budget, as follows:

- Training: \$100.00
- Postage: \$200.00
- Operations:
 - Wages: \$4,707
 - IT: \$1,800
 - Telephone: \$480.00

The board voted unanimously to approve the updated budget.

Piano policy

The library board will discuss a piano policy at the next board meeting.

Meeting adjourned

The meeting was adjourned until Thursday, September 23, at 7 pm in the Mendon Library.