

Minutes from Mendon Library Board Meeting
October 7, 2015

Board Members Present: Katie Child, Bonnie Odd, Millie Smith, Monica Weeks, Paul Willie

Absent: Mayor Ed Buist, Mandy Powell, Kris Whoolery (on leave), Janet Willardson, Ryan Yonk

Action items for board members are in bold.

September's minutes were sent out in advance by Monica Weeks. **Katie and Bonnie noted that the numbers for the proposed salaries and operating hours needed to be fixed in the minutes, and Monica noted the correct information and agreed to change the September minutes.** The minutes with changes were approved by the board.

Katie reported on her conversation with Carrie May, our contact at the Utah State Library. Katie asked Carrie what the advantages of our library being state-certified would be, and Carrie told her that it would assure patrons the best possible library experience and also make us eligible to receive state library grants, but it is uncertain how much money this would be. We agreed that the state requirements would make our library better but are concerned about having to limit our funding to mostly local government support. Carrie also said that RAPZ money does qualify as "local government support" for the state library requirements. Also, we have three years to work toward state certification if we choose to do so. As a board we decided to work toward certification but not to commit absolutely to it yet in case better funding options become available.

The board discussed fundraising and the timeline for approaching potential donors. **Katie plans to discuss this with Ryan. We will also ask Ryan to approach the county council about RAPZ funding from the perspective of better supporting the west unincorporated side of Cache County.** Paul Willie noted the importance of organizing ongoing fundraising, not just single donations. **Paul and Katie will work together to plan this.** Paul also noted the need for a skilled accountant to help the library board create and maintain their budget. The library board would continue to approve the budget and the librarian will oversee the day-to-day operations. **Several names of accountants were mentioned, and Katie will approach a couple of them to see if they would be willing to donate a few hours a month to the library to attend monthly meetings and an hour or so a month to work on our budget.**

Katie noted that Monica will be moving away in December and suggested that we find a replacement for the secretary position. Katie and Monica agreed that Lisa Robins would be a good potential candidate, and **Katie agreed to approach Lisa about the position.**

Katie is working on the bylaws. The board discussed the proposed budget and operating hours that were suggested last month and agreed that they still sounded good. Proposed operating hours are Monday, Wednesday, Thursday, and Friday from 3 – 7 pm and Tuesday and Saturday from 10 am – 2 pm, for a total of 24 hours/week. **Monica**

suggested checking the library surveys to see if there was a consensus among patrons about desired operating hours, and she agreed to check the surveys to see what they say. Katie proposed exploring a possible relationship with The Knottery, a local business that sells pastries and other snacks, about bringing in a cart once or twice a week to sell goods while the library is open. We will explore that possibility more as we get closer to the library's opening date.

Millie updated everyone on the storytime schedule. Mary Jean Campbell will be filling in for Heidi Taylor for the foreseeable future. The other storytime hosts (Jill, Janelle, Melissa) will stay the same. We will keep the time of Tuesdays at 10:30 am so we can be consistent and hopefully build more of an audience. We still have enough gift cards to help with buying storytime supplies.

Paul updated us on the building schedule. The project is going out to bid in the next 30 days, and then it will take 4-5 months to build depending on the weather. We then discussed what needs to happen before the building is ready. We agreed to plan on hiring the main librarian a month ahead of the building's opening, with the secondary employee starting two weeks later. **Bonnie agreed to start researching how much we would need to establish a basic collection that focuses on children's, young adult, and adult books and media, with fiction emphasized over nonfiction.** We will have about \$40,000 to devote to our initial collection. **Bonnie also agreed to find the renewal information on our cataloging system so we can have that in place when the library opens.**

Katie and Paul discussed the need for a Friends of the Mendon Library group to lead the fundraising efforts. This group would operate independently of the board and meet with us quarterly to report on progress. The library board will remain a group of 5-9 individuals that drives the library's operation. **It was suggested that Mandy be asked to lead the Friends group, and Katie agreed to talk to her about it. She will also ask Cory Wheeler if she would be willing to be involved on a limited basis, since it would require less of a time commitment than the library board.**

We then adjourned the meeting and agreed to meet again on Wednesday, November 4, 2015, at 8 pm.