

Mendon Library Board Meeting

Date: August 3, 2016

Board members present: Katie Child, Rick Shelton, Millie Smith, Lisa Robins, Paul Willie
City Council representative: Karole Sorensen
Storytime representative: Janelle Simmons

Minutes from meeting:

The board approved the minutes from the board meeting on June 8, 2016. Motion to approve was by Millie Smith and seconded by Katie Child.

Storytime ideas and updates from Janelle Simmons

Janelle updated the board on the library storytime schedule. She said storytime will be Wednesdays at 11 am and will last about 30 minutes. The storytime schedule will follow the school schedule.

Janelle proposed creating storytime packets for the volunteer storytime readers. Each packet would include the books to be read as well as the supplies/instructions for the craft. Janelle said that having storytime packets would make finding volunteer storytime readers easier. The packets would repeat yearly. Closet space in the new library would be needed for storing the packets. The storytime committee would need a small yearly budget to keep the packets updated.

After discussion, the library board decided to approve the purchase of three paperback books for each storytime packet. Storytime readers could borrow library books to supplement the storytime.

Janelle said she is looking for two more volunteer readers. She will put out a request to the community.

Janelle proposed working with the Heart of Mendon committee to raise additional funds for the additional storytime books.

The library board discussed the need for a copy machine in the library that can be used by patrons, library employees, and storytime committee. The board will look into leasing a copier (for approximately \$200 a month) or having a laser printer that can also copy and scan.

Eccles grant update

Katie reported that she sent in an application for an Eccles grant, asking for \$100,000. The grant would cover needed library supplies.

Shelving update

Katie had Brad Parkinson order the library shelving. Brad is volunteering his time to install the

shelving. The shelves will arrive October 3, 2016.

Katie also met with Tom Dawson to discuss cabinetry for the library, which includes display cases and tables for the flex room.

Hiring update

The library board approved hiring Maren Benson as library director and Angie Petersen as library assistant. The city council will approve the hiring at the next city council meeting in August.

Bylaws and operating procedures and policies

Katie borrowed the library policy book used by the North Logan Library. Katie will review North Logan Library's policies and adapt their policies to fit our library. The library board will approve the policies in September at the library board meeting.

The board recommended periodically reviewing the policies and revising them as needed.

Grand opening in October

The library will have a soft opening when the building is finished. An official grand opening for the library will be near Halloween. The board talked about having a scavenger hunt in the library to introduce children to the library.

Display cases and bulletin board

The display cases, built by Tom Dawson, can be used for displaying local art, coloring contests, and legal notices. The library and city council will need to decide who is in charge of the display cases.

Library bills

Katie and Karole Sorensen will meet with Paul, Daphne, and Teena to talk about transferring the payment of library bills to the city. All library money would then go through the city, which will add to transparency of library operations.

Eagle Scout project

Nick LeFevre is looking to do an Eagle Scout project that benefits the library. Katie said she will give some project suggestions to Karole who can then pass the ideas onto Nick.

Next board meeting: **September 7, 2016, at 8 p.m.**