

Mendon City Library Board Meeting

Date: July 11, 2017

Attendees

Library board members: Katie Child, Paul Willie, Bonnie Odd, Lisa Robins, Ryan Yonk, Millie Smith. City council member liaison: Karole Sorensen. Library directors: Maren Benson, Brittany Benson.

Minutes from previous meeting

Lisa Robins read the minutes from the board meeting on April 11, 2017, and the board approved the minutes.

Motion to approve library budget

A motion was put forward to approve the upcoming library budget over electronic correspondence (email), and the board approved the motion.

Append library boundaries

At Ryan Yonk's suggestion, the library board approved adjusting the library boundaries to include all residents who live within the Mountainside Elementary School boundaries. The previous bylaw included only residents living in the 84325 ZIP Code. Ryan further suggested the board amend the bylaw to give the librarians discretion to determine whether a person meets the criteria to receive a library card with the possibility of the decision being reviewed later by the board. Katie Child will send the amended bylaw to the library board.

Friends of the Library insurance policy

The board discussed the need for the Friends of the Library to have an insurance policy that covers liability when the Friends group holds events. The city insurance policies cover events hosted by the library because it is a city entity. Ryan estimated the policy would cost only a couple hundred dollars per year. Ryan agreed to get bids for an insurance policy.

Ordinance for recognition of the library

Ryan was given the task of drafting an ordinance for the Mendon City Council that recognizes the formation of the Mendon City Library. Ryan has been researching the ordinances used by other libraries, but he said the ordinance will need to be written specifically for Mendon City as there is not a standard form used by most libraries. Katie recommended having a draft ready for review at the library board meeting in October.

Update on the library by the directors

Brittany Benson reported that since May the library has had about 3,000 circulations. Most of the checkouts are for juvenile fiction and easy reading books. The library book collection matches current circulation. Maren Benson said she is adding more LDS fiction to attract more adult women. Brittany estimated that on a typical day (when no library-sponsored activity is being held) approximately 20-30 people come to the library. More people come to the library on days which the library hosts an activity. Members of the board mentioned that they would be willing to help with circulation during activities. Maren is keeping statistics on the number of people who attend the activities, which can be helpful when apply for funding. Brittany and Maren set a summer goal to have 50 people sign up for library cards. As of July, 36 new library cards had been issued.

Ryan suggested putting fliers about the Mendon Library on cars of people who attend the Mendon 24th of July celebration. Mandy Powell suggested setting up a table for the library among the 24th of July vendors or by Kirk's Navajo Tacos. Bonnie Odd recommended reaching out to home school groups in the fall.

Brittany said she was putting together ideas for fall programs and asked the board for any suggestions. Ryan recommended a zombie activity, and he would attempt to get his brother-in-law Kyle Bishop who writes books about zombies to speak to teens and kids. He also writes about Harry Potter.

Other fall program suggestions were a literary costume contest for children and zombies in the park for teens. Bonnie suggested an activity based around the elections in early November. Mandy suggested a Harry Potter activity, which could possibly coordinate with the Harry Potter activities hosted by the 3rd grade teachers at Mountainside Elementary in the spring.

The board was pleased with the activities hosted by the library.

Petty cash

Brittany asked for guidelines on how often the library directors should deposit cash from the petty cash box in the bank. The suggested guideline was when the amount reached \$100, but the board gave the library directors discretion to determine at what point to make deposits. Paul Willie suggested that the directors have a policy that two people count the money. Ryan suggested creating a log sheet for money transactions and initialing totals.

The petty cash drawer does not have a lock. Paul Willie said he would find someone who could put locks on two drawers in the library.

Storytime kits

Janelle Simmons has put together a spreadsheet showing the materials included in the story time kits. The kits will be stored in the library, and Maren will replenish the supplies in the kits as needed.

Return box

Mandy brought up the need for the library return box. Katie said that the library will move forward with the purchase and installation of a library return box.

Email reminders for overdue books

Brittany reported that she had talked to the Hyrum City Library, and they do not have their circulation system set up to automatically send out overdue reminders and currently send out notices manually. Maren will talk to Follett about upgrading our system to allow it to send overdue reminders. The cost will be added to the upcoming budget.

Meeting adjourned

The meeting was adjourned until Wednesday, October 4, at 8 pm in the reading room of the library.

Friends of the Library Meeting

Date: July 11, 2017

Attendees

Library board members: Katie Child, Paul Willie, Bonnie Odd, Lisa Robins, Ryan Yonk, Millie Smith. City council member liaison: Karole Sorensen. Library directors: Maren Benson, Brittany Benson.

Keyboard Cavalcade

Paul Willie led the discussion about the upcoming Keyboard Cavalcade, being hosted by the Friends of the Library as a fundraiser. The event will be July 20, 21, and 22. Each board member will get ten fliers to distribute. In return, Paul purchased a complimentary ticket for each member of the library board and other dignitaries. When distributing the fliers, library board members can take money for tickets or have the person purchase the tickets from the library. Paul estimated that the library could hold 100 patrons at each performance.

Members of the board were asked to help with ushering and taking tickets on the nights of the event. Bonnie Odd and Ryan Yonk volunteered to distribute fliers to residents in Petersboro.

Books being stored upstairs

Karole Sorensen said that the city council would like to have the books being stored in the upstairs of the city building moved. The librarians are working through the collection, but evaluating the books and adding them to circulation is time consuming. Ryan said he could store the books in his garage.

Volunteers and written procedures

Paul suggested that volunteers might be able to help run the library and thereby extend the hours it is open. The board members expressed interest in volunteering if the hours were convenient. Maren Benson was charged with typing up the procedures for opening/closing the library and checking in/out books. Paul will help put together a list of volunteers.

Skaggs Family Foundation

Ryan suggested applying for funding from the Skaggs Family Foundation and said he would write a grant.

Building the Friends of the Library group

Paul said we need to put together an email list of library friends who can be contacted when we need help with activities. Mandy Powell said she could create a closed group Facebook page for the Friends of the Library.

Meeting adjourned

The Friends of the Library meeting was adjourned until Wednesday, October 4, following the Mendon Library board meeting, which begins at 8 pm. The meeting will be held in the reading room of the Mendon Library.