

**MINUTES OF A LIBRARY BOARD MEETING
HELD IN THE COUNCIL CHAMBERS
November 3, 2016**

The meeting was called to order by Chairperson Hansen at 6:12pm.

Assistant City Manager Marker instructed the board on how to conduct a public meeting.

Board Members Hansen, Knuth, Bird & Fechner were sworn in as Library Board Members.

Board Members attending: Director Oryall, Assistant City Manager Marker, Cindy Knuth, Cindy Bird, Jennifer Hansen & Maggie Fechner.

Board Members Blake, Talbot and Jeffs were unable to attend.

Invocation or Special thought

Board Member Fechner offered the invocation

Chair's Report

Nothing to report

Secretary's Report

Nothing to report

Treasurer's financial report

Treasurer Knuth handed out copies of the report.

On the 2nd page she discussed the percentages for the fiscal year, which state that the library 1/3 of the way through their budget at 33%. Two areas are higher, purchasing is at 54.76%, which is consistent with past years. Books and subscriptions are divided between 11 months and then also includes getting a grant in March, at which time the library gets around \$3,000-4,000.

Assistant Manager Marker explained that because the cities fiscal year starts July 1 , they will be starting to plan the budget for the next year and will be discussing it with Director Oryall in December for finalization in January.

Chairperson Hansen asked that on the next agenda that the board could discuss the budgeting process so that it's ready for the council approval on completion.

Board Member Knuth asked if there were any more questions concerning the budgeting report, there were not.

Library Director's Report

A new club will be starting next week, called the Nutty Professor, we hope that this will be a success and fun for the community. Circulation is 10% higher than last

year's total. It is normal for the circulation to slow down during the winter months and to go up again in the spring.

Now through February the library is weeding and moving shelving, to make room for more young adult and children's books. Director Oryall stated that she is happy with how the circulation is.

Committee Reports

None to report

Correspondence, Communications, and Public Comments

A comment was made about the price of library cards for people who live outside of Santaquin. These are \$35 a year. The person wanted to know if they can get a card without paying if they live in a non-incorporated area. This has been answered before in previous City Council Meetings and was decided that the cost would be based on the portion of amount of property tax that Santaquin residents are charged. The library has worked out a pay system if people don't want to pay for the full year, the first 6 months is \$20, if they decide they like the libraries services they can then pay the remainder of \$15 for the next 6 months. This is charged every year.

Unfinished Business

Chairperson Hansen brought up the discussion of the Santa fund raiser and informed the board that she had delivered papers to local businesses telling them about it and asking them to get in contact with her if they would like to donate items. December 2nd is still the date for this fundraiser and flyers will be at the library and elementary schools.

It was decided unanimously by the board that pictures will not be taken professionally but will be made available to parents to take themselves.

Details were discussed and it was decided that the city (Assistant Manager Marker) will provide a backdrop for the Santa, a tree (Chair Hansen), chair (Director Oryall), tinsel and lights will be brought to decorate. Candy bars will be handed out by Santa (Director Oryall) Coloring items (Board Member Fechner pages and Director Oryall crayons) will be available for the children to enter into a contest, raffle tickets (Director Oryall) and cash box (Director Oryall). Planning for about 100 people.

The next board meeting will adjourn about 15 minutes early or as needed to help to set up for the fundraiser, which will be the next day.

Chair Hansen will update flyer and get it to Director Oryall so that it can be handed out before Thanksgiving break.

Cindy Knuth to call around and see if someone will donate cookies or candy canes...

New Business

Approve minutes

Chair Hansen moved to approve the previous months minutes, Treasurer Knuth seconded, all approved.

It was decided that a new policy will be gone over each month. Director Oryall showed the board how to look these up on the Santaquin City website.

Director Oryall just changed collection development to better match our city needs.

Director Oryall stated that if the board sees something that you might want to change she is open to looking at it.

Other**Next Meeting**

December 1, 2016 at 6:00 pm

Adjournment

At 7:00 pm Chair Hansen motioned to adjourn, Board Member Fechner seconded, and all in favor, the meeting was adjourned at 7:00 pm.

Jennifer Hansen, Chair

Jennifer Wagner, Secretary