

**MINUTES OF A LIBRARY BOARD MEETING**  
**HELD IN THE COUNCIL CHAMBERS**  
**July 7, 2016**

The meeting was called to order by Chairperson Parkin at 6:07 pm.

Board Members attending: Dennis Marker, Ben Reeves, Lyn Oryall, Carole Parkin, Katie Blake, Tammy Palmer, Amanda Jeffs, Jennifer Hansen, Jay Hansen, Jennifer Wagner.

**Invocation or Special thought**

Jennifer Wagner offered the invocation

**Chair's Report**

Chairperson Parkin asked if Michelle Snow can be voted as a member of the board.

**Secretary's Report**

Nothing to report

**Treasurer's financial report**

Treasurer Palmer read and asked the following to be including in the meetings minutes.

**Treasurer's Report**  
**Library Board Meeting**  
**July 7, 2016**

Before I give the Treasurer's report, I would like to apologize for becoming frustrated at our previous board meeting. It is never constructive to any discussion to become emotionally involved. I believe more can be accomplished with a clear, concise exchange of thoughts and ideas than by a show of anger or taking offense where none was intended.

I would also like to thank Ben Reeves for spending a considerable amount of time going over the library budget and board policies with me. It was an invaluable meeting in which I was able to establish a clearer picture of my role as treasurer of the Santaquin Library Board.

At this time, I would like to discuss the current budget that has been approved for 2016-2017. As this budget is reviewed each month, issues regarding community needs will have to be discussed as they become relevant. These issues are not personnel issues, but rather concerns over whether the library is operating as well as it can to meet the needs of a growing community. The issues brought up in our board meetings do not infer that books are not being ordered correctly or that the staff is not working hard enough. Rather they are brought up to make sure that the library currently has enough resources to serve Santaquin as it grows and develops as a city.

For example, even though new children's books have just been ordered, are they being checked out so quickly that we need to increase the budget for children's books? If new bestsellers have a long waiting list, maybe we need to look at increasing that budget. If so, how do we do it? If the library hours need to be reviewed, then again, community growth and budgetary questions need to be addressed. These are issues that are not only the role, but the responsibility of this board to discuss.

Also, as issues are brought up it is important that we follow the order of business as outlined in the library board bylaws. The mistake that was made in our last meeting was not in the issues addressed, but rather in the format used for discussion. This was due to our board consisting of several new members including the officers. Although these issues were not addressed properly, they were still relevant.

As this Board begins to function as it should, I hope that the subjects of book fund allocation, children's literature, and library hours will again be addressed and discussed in a more productive manner. Again, as issues are discussed, it is not the intent of the board to criticize the library director or staff. It is also not the board's function to micro manage the library, bring in lists of books to order, or otherwise run the operational side of the library.

It is the board's responsibility to oversee the library and make sure the library is being operated in the best manner for our community. We cannot do this if we have to worry about the library director or staff taking offense when issues are addressed. This is not about library deficiency, it is about meeting the future needs of this community. As our community grows and expands, the library must also grow and expand. Without growth, the library will see a decline in both funding and patron use.

As we look at the budget in every board meeting, we as board members need to ascertain whether the budget report shows items that are of concern or should be put on the agenda for future discussion. Again, this is not a criticism or derogatory observation of the library or library staff. We know how hard they work and are not making any kind of insinuation otherwise. We are simply addressing areas of future growth and improvement.

With this in mind, the 2016-2017 budget period began on July 5, 2016. The library board is budgeted to raise \$1000 through a Library Board Fundraiser. Last year, we contributed \$886.83 in revenue from our fundraiser. At this time, I propose that we assign three board members to initially plan the 2016-2017 fundraiser and present it to the board at a future specified meeting. We also need to set aside time on the agenda to discuss expected revenue, expenses and how the board would like to allocate the proceeds from this fund raiser.

The budget for 2016-2017 outlines overall library expenditures for the current year. In order for us to use this information to determine where the library is directing its resources and if needs are being met, I would like to request the following items for the next board meeting:

- A breakdown of what percentage of revenue is allocated to each area of expenditures during the current year.
- A current monthly expense statement within each percentage allotment.
- A schedule of any future material purchases and how they are to be accounted for within the current budget.

Could I please get this information by August 2<sup>nd</sup> so that I have time to review it before the next board meeting? Also, I would like to request that this Treasurer's Report be included in full in the Board minutes for this evening.

This concludes the July 7, 2016 Library Board Treasurer's financial report.

Cc Ben Reeves, City Manager  
Dennis Marker, Community Development Director  
Mandy Jeffs, City Council  
Lyn Oryall, Library Director  
Carol Parkin, Library Board Chair  
Jennifer Wagner, Library Board Secretary

Treasurer Palmer also stated that "these issues are not only the role but the responsibility. The mistake in last meeting were the format in which it was discussed, they were still relevant, and all items to be discussed and looked at, and not to micromanage the library or tell them to order, but to oversee and see that it is operated correctly, and not see that people are offended so that we meet our community needs and grow and expand."

### **Library Director's Report**

Circulation is right where it needs to be, summer reading going well. The Certification for the Utah state library came and all looks well and we should get it and the grant money I've requested.

The Director welcomed Jennifer Hansen to the board, where she stated she was excited and had her library card before her first bill after she moved to Santaquin 2 years ago. She also stated that the library is very important to her and that she had just won the city contest picture with chalk art of the library. She is a student right now studying special education, loves to read, hike and camp and loves Santaquin.

Directory Oryall stated: "in doing the budget, it's difficult to project how many, when ordering books, I'm going to do some different genres of books, it also changes when we are going to have grant money. I probably will spend 50%, then it's divided through the year through May and then budgeted around grant money. I save 10% for extra things that come up. At the beginning you have a general plan of what you're going to spend on each thing, and then counsel can recommend how to change things.

### **Committee Reports**

Nothing to report

### **Correspondence, Communications, and Public Comments**

Nothing to report

### **Unfinished Business**

None

### **New Business**

Approved minutes for May and June, moved by Chairperson Parkin, seconded by Treasurer Palmer and then approved by everyone.

### **Other**

The next fundraiser which is traditionally the Cowboy Dinner, was discussed and suggested that it may be changed this year. Ben Reeves also suggested some fundraisers that may be held to help with the new library when built, which would include figuring out what components may be needed, such as new technology, displays, activity areas, etc.

Some of the suggestions were:

Board Member Blake suggested that maybe a portable be brought in for the existing library to make more room, in which budget and staffing would have to be discussed for executing this plan.

Ben Reeves also suggested that the Library Board can go to the City Council with the fund balance for projects that can enhance the library, this is the start of the fiscal year so all suggestions are possible.

Chairperson Parkin suggested looking at other libraries to see how they are set up, such as Orem which has a stage for puppet shows and such. A tour with the library board to go see this can be set up.

Board Member Hansen suggested a cheaper dinner, maybe spaghetti dinner or just a dessert. Breakfast and donuts with Santa, get your picture taken in the library with him.

Board Member Blake suggested a booth at the city family night and said that she would coordinate with Dennis Marker to see if the Library Board might sell something there.

Treasurer Palmer suggested selling books/videos/dvds, advertise on facebook.

Chili cook-off, dessert cook-off having participants pay to be in it and people pay to come. Look into what that would entail health wise.

Board Member Talbot suggested having the bake off, pay money to compete in something like a 5k around historical city areas or chess tournament, if a cook off maybe make it from one of the cookbooks in the library.

Also suggested, a sleepover at the library, a spooky story night or story writing contest where you pay to enter, 1k walk for children to raise money specifically for the children's area.

Chairperson Parkin asked if anyone would like to head this up. Special committee as 4 people, 3 people would be and try to discuss it, which will try and be decided at next meeting.

**Next Meeting**  
August 4<sup>th</sup> 2016

### **Adjournment**

At 7:05 pm Chairperson Parkin motioned for the meeting to close, this was seconded by Board Member Blake the meeting was adjourned.

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Carole Parkin, Chair

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Jennifer Wagner, Secretary