

# Provo City Library Board of Directors

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## Meeting Minutes

Wednesday, January 10th  
4:00 p.m.

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### IN ATTENDANCE

#### LIBRARY BOARD

Jen Bruton (Chair)  
Karen Salmon  
Megen Pectol  
Cindy Gagon  
Alyssa Hansen  
Jenny Spadafora

#### MUNICIPAL COUNCIL MEMBERS

Rachel Whipple (virtual)

#### GUESTS

None

#### LIBRARY STAFF

Carla Gordon (Director)  
Lisa Hill  
Joella Bagshaw  
Ann-Marie Marchant

#### ABSENT

Breanne Gilroy  
Erika Hill  
Ally Condie  
Julie Nichols

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Meeting began at 4:00 p.m. in the Library Board Room.

### I. Welcome – Jen Bruton

- A. Approval of Minutes – Alyssa Hansen motions to approve the November minutes, Karen Salmon seconded the motion. The minutes were approved by unanimous vote.
- B. Board Member's Reports –
  1. Jen Bruton finished the Winter Reading Program and loves all of the prizes available.
  2. Megen Pectol and family helped with Christmas Staff waffles and they loved to help.
  3. Alyssa Hansen went to Handbell Choir with family and enjoyed it. They will try the older session next time.
  4. Alyssa Hansen knows the 2023 Patron of the Year. She is so excited. She spreads the word about the Escape Rooms and Scavenger Hunts.
  5. The seed library is getting more exposure in the homeschool arena according to Megen Pectol. This information was shared with Rachel's husband who could be interested in spreading the word at BYU.

### II. Library Director's Report

- A. Calendar Items for Board – See attached Director's Report

# Provo City Library Board of Directors

---

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4:00 p.m.

---

- B. Library Updates – See attached report
1. All Holiday concerts were well attended.
  2. Specialty Storytimes with Anna and Elsa, Pirates. Big turnout.
  3. New Program – Trivia Nights the 2<sup>nd</sup> Monday of the month. Great Board suggestion.
  4. BYU lecturers coming in to speak and tie in to Attic exhibit.
  5. Mock Caldecott - have private and public availability
  6. Donations are already coming in for the Puzzle exchange that will happen twice a year.
  7. Valentine's Ball tickets go on sale 1/16. Price was increased. A survey will be given to gauge what matters to attendees (plated vs buffet, food vs dessert, price, etc.)
  8. Fairy Tea tickets go on sale 2/17. Can reserve up to 8 tickets. Wanting to include more male characters.
  9. Wanting Book Sale to average \$1000/hr. High expectations.
  10. Moved Used Books - Revenue remains the same. Old room to be used for programming (Escape Room, piano practice, etc.)
  11. .gov bill – Members feel like .org is fine since the Library is run more by the Board than a government body. Looking into if that will keep us from state funds.
  12. Strategic Planning – Want the members involved. Will provide a list of all programs and attendance, members will respond and reach out to the community with feedback (10 items), leading to a committee to help plan.
  13. Budget – Property taxes were lower than budgeted. Trying to find a way to make it more balanced by FY 2027. Updating pricing on room rentals. Potential sponsors for events. Proposed changes will be presented next meeting.

### III. Action Items

- A. Approve Unattended Children and/or Disruptive Behavior Policy – Carla Gordon explained it is more about policy less procedure. Alyssa Hansen motioned to approve the policy, Karen Salmon seconded the motion. The Unattended Children and/or Disruptive Behavior Policy was approved by unanimous vote.
- B. Approve Borrower Policy – Carla Gordon explained the adjustment in format and added the business option. Cindy Gagon motioned to approve the policy, Alyssa

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Hansen seconded the motion. The Borrower Policy was approved by unanimous vote.

#### IV. Discussion Items

- A. Revision on the October Library statistics.
- B. Alyssa Hansen motioned to adjourn the meeting, Megen Pectol seconded the motion. Meeting adjourned by unanimous decision.

Next Meeting:

- Wednesday, March 13, 2024 at 4:00 p.m.