

# Provo City Library Board of Directors

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## Meeting Minutes

Wednesday, March 13th

4:00 p.m.

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### IN ATTENDANCE

#### LIBRARY BOARD

Jen Bruton (Chair)  
Karen Salmon  
Megen Pectol  
Cindy Gagon  
Alyssa Hansen  
Ally Condie  
Julie Nichols

#### LIBRARY STAFF

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

#### MUNICIPAL COUNCIL MEMBERS

Rachel Whipple

#### GUESTS

None

#### ABSENT

Jenny Spadafora

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

### I. Welcome – Jen Bruton

- A. Approval of Minutes – Cindy Gagon motions to approve the January minutes, Alyssa Hansen seconded the motion. The minutes were approved by unanimous vote.
- B. Board Member's Reports –
  1. Cindy helped at Fairy Tea and had the best time. Megan took pictures and loved to hear the tender moments and how people felt special. Noted for a smaller stamp and to stamp ticket first then the hand for less ink.
  2. Jen attended the Valentine's Ball and had so much fun. Food was great. Sold out. Did a survey and the consensus is to keep on a weekend.

### II. Library Director's Report

- A. Calendar Items for Board – See attached Director's Report
  1. Puzzle Exchange had such a good turnout it will be moved into Ballroom next time.
  2. Bluey Party was popular and well attended.

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3. Attic - Board Games and Puzzles currently. Homegrown Art Show voting happening now with 350 entries. Narrow down to 200 and display April 5<sup>th</sup>
  4. Project READ Birthday event March 25 from 10-12. Everyone invited to attend. Hoping to have good attendance.
  5. Commemorate Smoot Family April 26 at 12. Jen will attend.
  6. Difficulties with next board meeting on May 8<sup>th</sup>. Decided to move to the 15<sup>th</sup>. All agreed.
- B. Library Updates – See attached report
1. Chiller shed is built and on track
  2. Leak in ballroom fixed. Gutters are rusted and need replacing. Unsure if total replacement but getting more information.
  3. New brick vendor who is very knowledgeable. Recommends gutters first, then brick replacement, followed by brick sealed. Specific Sandstone is needed for the front steps. Providing a rough estimate but know it needs restoration.
  4. Save America's Treasures Grant, missed out this year, unsure when it repeats but reaching out.
  5. CLG Grant through city development for the stairs, we are on the list for next year.
  6. State Historic Preservation office meeting in June, Architect coming next week and will network for bids.
  7. CLEF Grant received every year. This year using for Monday Night Programs, replacing internet computers on the second floor, and Overdrive.
  8. UETN wifi Grant applying for max. Upgrades to UPS machine, firewall, hubs, switches, etc.
  9. .gov bill – We need to make the move.
  10. Strategic Planning – Provided cost analysis to review and receive feedback on where we are putting the money, how to spend resources, what things we should focus on, needs in the community, etc. Authors are expensive and difficult to lock down. Survey coming to patrons, staff, board, city, stakeholders as well.
  11. Budget – Presentation to City Council on April 30<sup>th</sup>. Want a balanced budget moving forward. Saved money on personnel. Asking the council for 500,000. It would be helpful for board members to be present. Rachel mentioned having the 5-year maintenance plan estimates available to help explain expenses and upkeep costs. Budget theme is efficiencies.

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### III. Action Items

- A. Approve Room Rental Increases effective July 1, 2024 – Dave Lemings explained it is more service oriented not competitive and non-profits would not have an impact on room availability. Karen Salmon motioned to approve the policy, Cindy Gagon seconded the motion. Contingency every year to revisit but increase every 2 years. Amended motioned to approve the policy by Karen Salmon, Cindy Gagon seconded the motion. The Room Rental Increase was approved by unanimous vote with contingency.

### IV. Discussion Items

- A. Request for volunteer Spanish speakers to help with translations.
- B. Staff BBQ on August 17<sup>th</sup> asking board to help with donations, Alyssa in charge.
- C. Volunteers needed for Children's Book Festival May 4<sup>th</sup> from 10-1.

Next Meeting:

- Wednesday, May 15, 2024 at 4:00 p.m.