

Provo City Library Board of Directors

Meeting Minutes Wednesday, September 11th 4:00 p.m.

IN ATTENDANCE

LIBRARY BOARD

Jenny Spadafora (Chair)
Alyssa Hansen
Megen Pectol
Cindy Gagon

MUNICIPAL COUNCIL MEMBERS

Rachel Whipple

GUESTS

Richard Bowler

LIBRARY STAFF

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

ABSENT

Jen Bruton
Ally Condie

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

I. Welcome – Jenny Spadafora

- A. Approval of Minutes – Alyssa Hansen motions to approve the July minutes, Cindy Gagon seconded the motion. The minutes were approved by unanimous vote.
- B. Board Member's Reports – New layout
 1. Board Christmas Party feedback on potluck or catering budget.
- C. Celebrate Joella Bagshaw's adoption story - Adopting 2 foster kids on 9/27.
- D. Chairperson Presentation – Director gift – Thankful and impressed with the effort and passion put forth on the library's behalf.
- E. Public Comment Option
 1. City Council has this as an agenda item with a statement about which topic(s) are open for discussion and time allotted for comment. Looking for feedback on adding to agenda or not. See also IV D.

II. Library Director's Report – See attached report

- A. Library Updates – New report includes the following
 1. Budget – On track. Specific donation foundation account balance higher than initially thought. Working on a new pre-grant request.
 2. Building – Chiller is running. Gutters starting work October 7th.

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3. Strategic Plan – Sending out survey to the public for feedback, then to stakeholders. Changing our emphasis and format. Want goals with an annual initiative.
 4. Staffing
 5. Programming – Earned just under \$6000 at the Book Sale now being held on weekdays. Fantasy Facts and Fare costume ticketed event before the next board meeting.
 6. Collection & Services – New blood pressure and telehealth kits becoming available by the end of September. Added replacement fees to board games.
 7. Miscellaneous – Project Read Spelling Bee September 17th if interested. Dates for the Board Christmas Party to review and give feedback (Council Mtg on 12/3). Board Christmas Party budget discussion, consensus to cater and will supplement with bread/desserts. Renting the Attic discussion about rates, refunds, updates, options, capacity, usage, kitchen access, etc. Library closed October 14th for all staff training day.
 8. Volunteering Opportunities
 9. Important Dates
- B. Budget Summary – on track

III. Action Items

- A. Approve Meeting Room Use Policy – Discussed the addition of The Attic as a rental space, updates discussed last meeting, and approval by legal. Cindy Gagon motioned to approve the policy, Alyssa Hansen seconded the motion. The Meeting Room Use Policy was approved by unanimous vote.
- B. Approve Attic rental rates – Alyssa Hansen motioned to approve the rates, Megan Pectol seconded the motion. The Attic rental rates were approved by unanimous vote.
- C. Approve Art Gallery Policy – Discussed the addition and the process of a 25% commission rate for art sales in all Library galleries. Alyssa Hansen motioned to approve the rates, Cindy Gagon seconded the motion. The Art Gallery Policy was approved by unanimous vote.

IV. Discussion Items

- A. Board Training – Chapter 2 – Legal Responsibilities
 1. Discussion moved to the next board meeting.

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- B. Policy Review & Update - Material Selection Policy & 'Statement of Concern' form
 - 1. Discussed updates and proposed changes for policy and form for uniformity across other libraries. Requiring a library card number. Will send to legal and add as an action item to the next board meeting.
- C. New Video Camera Policy
 - 1. Discussing a contract with Provo City for police to have access to exterior cameras. Will need to implement signs for public knowledge. Rough draft pulling information from other libraries. City does not currently have own surveillance policy. Concerns about GRAMA policy, holding access records, police reports, and personal space. More discussions to be had as well as sending to legal.
- D. Board By-laws – Article 4 General Conduct of Meetings: No instructions on how to handle public comment. Provo City Council: 15 minutes of meeting, state name and residence, limit to 2 minutes.
 - 1. Discussion moved to the next board meeting.
- E. Alyssa Hansen motioned to adjourn the meeting, Cindy Gagon seconded the motion. Meeting adjourned by unanimous decision.

Next Meeting:

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