

# Provo City Library Board of Directors

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## Meeting Minutes Wednesday, November 13th 4:00 p.m.

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### IN ATTENDANCE

#### LIBRARY BOARD

Jenny Spadafora (Chair)  
Alyssa Hansen  
Megen Pectol  
Jen Bruton  
Richard Bowler

#### LIBRARY STAFF

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

#### MUNICIPAL COUNCIL MEMBERS

Rachel Whipple

#### ABSENT

Cindy Gagon  
Ally Condie  
Breanne Gilroy

#### GUESTS

None

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

### I. Welcome – Alyssa Hansen / Jenny Spadafora

- A. Approval of Minutes – Jen Bruton motions to approve the September minutes, Megen Pectol seconded the motion. The minutes were approved by unanimous vote.
- B. Board Member's Reports
  - 1. Jen's children attend Lego and tween minecraft every week, also attended the Harry potter event and loved it.
  - 2. Megen's children attended the ukulele class. Happy to find out we offer ukuleles to check out.

### II. Library Director's Report – See attached report

- A. Library Updates – New report includes the following
  - 1. Budget – On track. Sold 3 paintings on commission. Using new fundraising platform GiveButter for upcoming event and all donations moving forward. Able to make reoccurring monthly contributions. Received new Utah Humanities grant for Children's Book Festival. 2024 Annual Report now available.

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2. Building – Water heater failed but part of replacement plan. Gutters are 80% completed. Planning for Ballroom floor refinish in February. Working with finance on their CIP planning process.
  3. Strategic Plan – Have basic structure. Finalizing to approve in January. Each year there will be 2-3 objectives for each goal in the 3 categories. Discussion on what responsive means as a goal.
  4. Staffing – Made changes to a tech services position, created a higher-level assistant.
  5. Programming – Pushing Book Ball attendance, first time event. Silent auction online, does not need attendance. Book Sale made less than average but testing out different weekdays to keep the Ballroom available on the weekends for rentals. Excitement about the interactive movie in December.
  6. Collection & Services – Reviewing procedures on late fees/fines. Messaging has been clarified. Shortening final overdue notice date. Want the item for the community. Positive messaging. Discussed response to Freegal and Kanopy ending and the options moving forward. Options for including sensory kits.
  7. Miscellaneous
  8. Volunteering Opportunities
  9. Important Dates
- B. Budget Summary – on track

### III. Action Items

- A. Approve Material Selection Policy & ‘Statement of Concern’ form – Discussed updates and approval from legal. Alyssa Hansen motioned to approve the policy, Jen Bruton seconded the motion. The Material Selection Policy was approved by unanimous vote.
- A. Approve Video Camera Policy – Discussed updates and approval from legal. Alyssa Hansen motioned to approve the rates, Jen Bruton seconded the motion. The Video Camera Policy was approved by unanimous vote.

### IV. Discussion Items

- A. Board Training – Chapter 2 – Legal Responsibilities
  1. Annual report to city government. Now doing.
  2. Requirement on attendance. Miss 4 or more to be reported to city council.

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- (a) Implement a roll call – Add to future agendas under I. Welcome.
- B. Policy Review & Update – Art Donation/Loan Policy and Art Placement Guidelines
  - 1. Shortening but legal has no concerns. Discussed boards involvement versus a committee. Will have as an action item for the next board meeting.
- C. Public Comment Guidelines for Library Board Meetings
  - 1. Open meeting. Need a posted practice if something comes up in the future. Director filters and addresses board currently. Board also has an email all have access to. Will research other libraries and discuss more in the next board meeting.
- D. 2025-2029 Strategic Plan – previously discussed
- E. Alyssa Hansen motioned to adjourn the meeting, Megen Pectol seconded the motion. Meeting adjourned by unanimous decision.

### Next Meeting:

- Christmas Dinner: Wednesday, December 4, 2024 at 6:00 p.m.
- Board Meeting: Wednesday, January 8, 2025 at 4:00 p.m.