

Provo City Library Board of Directors

Meeting Minutes

Wednesday, January 8th

4:00 p.m.

IN ATTENDANCE

LIBRARY BOARD

Jenny Spadafora (Chair)
Alyssa Hansen
Ally Condie
Cindy Gagon
Jen Bruton
Richard Bowler
Eliot Wilcox

LIBRARY STAFF

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

MUNICIPAL COUNCIL MEMBERS

Rachel Whipple

ABSENT

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GUESTS

Michael Sanders

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

I. Welcome – Jenny Spadafora

- A. Meeting Roll Call
- B. Approval of Minutes – Jen Bruton motions to approve the November minutes, Cindy Gagon seconded the motion. The minutes were approved by unanimous vote.
- C. Board Member's Reports
 1. Jen's family attended the interactive movie, had fun and wanted a repeat performance at home. Also, on their way with the Winter Reading Program. Love the reading challenges every time.
 2. Jenny attended A Christmas Carol one-man performance, noting the sound was not good but a great performance overall. The carolers in the alcove before was planned and a good addition. Expressed concern that patrons are not following the email recommendations regarding the preferred age for attendance. Monday Night Programs at the library are a favorite time for families.
 3. Megen and family assisted with the pancake breakfast morning session. Others were regretful for not helping.

Provo City Library Board of Directors

Meeting Minutes

Wednesday, January 8th

4:00 p.m.

4. Cindy attended the Book Ball and had fun. Noted it was an interesting first time and observed low attendance in the ball room but high capacity in the trivia and soda rooms. Loved that the event/venue brings in book lovers in a wide variety of interests. Discussion on next year's costume theme as well as revenue and expenses.

II. Library Director's Report – See attached report

- A. Library Updates – New report includes the following
 1. Budget – Transferred Book Ball revenue from GiveButter to the foundation. Worked on CLG matching grant for restoration/preservation of historic building, finding smaller projects has been challenging. Reviewing fees with City Counsel and recommending two increases for missing CDs and missing cover/artwork.
 2. Building – Parking garage sump pumps are a high priority to replace. Working on RFPs and bids, while exploring various avenues to secure financing. Now part of city CIP, working with finance and facility departments to have 5-year plan. Most estimates are unfunded but starting a record to track and anticipate current and future needs. Planning on asking for another tax increase FY27 to dedicate funds for building upkeep. Broken Ballroom blinds being replaced with correctly sized blackout option. Continued replacement throughout library in upcoming years. No concerns about replacement.
 3. Strategic Plan – Action item.
 4. Staffing – Multiple open positions to be filled. Eliminating 3 Page positions. Made changes to a library assistant position, created a higher-level assistant manager. Also changing one Page position to a Clerk position.
 5. Programming – Three Kings Day was pandemonium and will not continue in its current form. Changes will be implemented or the event will be relocated to a new venue. Mock Caldecott private and public event. Blood Drive on 1/30 cancelled. Masquerade Ball tickets on sale 1/13 and tickets will go fast. Fairy Tea Tickets on sale 2/22, will need Provo library card.
 6. Collection & Services – Cancelling phone renewal service system. Not utilizing service enough to justify the expense.
 7. Miscellaneous - February Book Sale raising price of hardback books to \$2. No concerns about increase.
 8. Volunteering Opportunities

Provo City Library Board of Directors

Meeting Minutes

Wednesday, January 8th

4:00 p.m.

9. Important Dates

- B. Budget Summary – Taxes come in the end of January. Discussed how grants are recorded.

III. Action Items

- A. Approve Art Donation/Loan Policy and Art Placement Guidelines – Richard Bowler motioned to approve the policy, Alyssa Hansen seconded the motion. The Art Donation/Loan Policy and Art Placement Guidelines was approved by unanimous vote.
- B. Approve 2025-2029 Strategic Plan – Discussed how measurable outcomes will be tracked. See Action Plan for 2025. Jen Bruton motioned to approve the plan, Alyssa Hansen seconded the motion. The 2025-2029 Strategic Plan was approved by unanimous vote.
- C. Approve 2025 Strategic Action Plan – Expressed excitement over multiple items. Discussion on capital improvement, relationship with city funding, and RAP tax allocations. Encouraging and inviting more discussion and Board involvement with City Counsel and community voting. Be more involved in championing for the Library with the city. Alyssa Hansen motioned to approve the policy, Cindy Gagon seconded the motion. The 2025 Strategic Action Plan was approved by unanimous vote.

IV. Discussion Items

- A. Board Training – Chapter 3 – Code of Ethics
- B. Policy Review & Update – Posting and Distribution of Free Non-Library Material Policy
1. No recommended changes. Will have as an action item for the next board meeting.
- C. Public Comment Guidelines for Library Board Meetings
1. Decided on requiring a sign-up form, needing to be a Provo resident, 3 minutes per commenter and 5 comments total 15 minutes, starting as a posted practice. Board to review and give comments to Director. Will have a polished version as an action item for the next board meeting.
- D. Two fee increases (Missing CD and Missing Cover/Artwork) – Previously discussed as reviewed with City Counsel. In effect next FY.

Provo City Library Board of Directors

Meeting Minutes

Wednesday, January 8th

4:00 p.m.

- E. 2025 Room Rental Fee increase – Rentals have not decreased since last fee increase.
 - 1. Discussion moved to the next board meeting.
 - 2. Expressed no concern to alter Attic prices to include hourly to increase rentals.
- F. Rachel Whipple motioned to adjourn the meeting, Jen Bruton seconded the motion. Meeting adjourned by unanimous decision.

Next Meeting:

- Wednesday, March 12, 2025 at 4:00 p.m.