Provo City Library Board of Directors

Meeting Minutes

Wednesday, September 9th

4:00 p.m.

IN ATTENDANCE

LIBRARY BOARD

Richard Bowler (Chair)
Eliot Wilcox
Jen Bruton
Megen Pectol
Joey Smith
Alyssa Hansen
Jenny Spadafora
Maryan Shumway

MUNICIPAL COUNCIL MEMBERS

Rachel Whipple

GUESTS

Marsha Judkins

LIBRARY STAFF

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

ABSENT

None

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

I. Welcome B Richard Bowler

A. Meeting Roll Call – Attendance is recorded above
   1. The Board welcomed new Board Member Joseph "Joey" Smith.
B. Approval of Agenda – Joey Smith moved to approve the September Agenda, Alyssa Hansen seconded the motion. The agenda was approved by unanimous vote.
C. Approval of Minutes – Jen Bruton moved to approve the July minutes, Jenny Spadafora seconded the motion. The minutes were approved by unanimous vote.
D. Board Member Reports
   1. Richard reported on the recent City Council presentation and noted the positive response.
   2. Jenny commented on the Tween Academy in July for its strong programming and positive impact.
   3. Jen recognized staff for their professionalism and care in supporting a teen participant during a medical incident.
   4. Rachel acknowledged that the current art exhibit in the Anderson Gallery has been well received and Erika confirmed that it generated strong sales.
E. Public Comments

II. Library Director's Report – See attached report

A. Library Updates – The report included the following:
   1. Budget –

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   a. Fundraising - More than $1,000 was received to support ESL learning kits, which will include a memorial gift specifically designated for Spanish-language programming. A $10,000 RAP tax allocation supported the current art exhibit in The Attic. Zions Bank donated $2,500 toward children's books for the Children's Book Festival in May. The funding will support an expanded author visit featuring author Ben Clanton.
   b. Grants - The Library is applying for an LSTA grant of approximately $20,000 to support technology and innovation. Proposed purchases include computers for audio/video editing and five circulating kits for audio recording, podcasting, photo preservation, and film preservation.
   c. FY27 – Requested budget rollovers from the City Council, including funds designated for building systems and capital improvements. Projects include the elevators and replacement of the self-check units. Transferred funds from the Library Foundation endowment to support boiler replacement.
2. Building –
   a. Work continues on the new boiler and water valve.
   b. The elevator project is moving toward finalization of the bid.
   c. VFD controllers in the Rogers building were repaired following equipment failures, and the system is operating properly.
3. Strategic Plan – Initiatives include the current Check Out Provo program and the five-year Technology Plan, which will be presented at the next meeting.
4. Staffing – Several internal changes with a few open positions.
5. Programming – Upcoming programs and community outreach activities were discussed, including the Haunted Book Ball, farmers market, and rooftop concert.
6. Collection & Services – Gathering bids for replacing self-check units.
7. Miscellaneous –
   a. Awarded the Utah State Library Quality Library designation.
   b. The Board discussed room reservation cancellations and the possibility of gathering additional data to determine whether changes to the reservation policy may be appropriate. The goal is

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to encourage timely cancellations while maintaining a welcoming and accessible reservation process.

c. The Library is working with Provo City School District to help reestablish and promote the Provo Reads initiative. The initiative will include a theme, reading challenges, and promotional efforts for students and teachers.

8. Volunteering Opportunities –
9. Important Dates –

B. Budget Summary – See attached report

III. Action Items

A. Approve New Programming Policy. Discussion included how it will align with other Library policies and clarify program justification, responsibilities, virtual programming, and the process for addressing programming-related complaints. Alyssa Hansen moved to approve the policy, Megen Pectol seconded the motion. The PCL Programming Policy was approved by unanimous vote.

IV. Discussion Items

A. Board Training – Chapter 13 – Advocacy & Public Relations

1. Discussion focused on the Board's role in representing the Library within the community, maintaining positive relationships with City administration and leadership, supporting Library staff in public relations and marketing efforts, and advocating for the Library's mission and services. The Board discussed the importance of maintaining the Library as a highly regarded community institution and providing a safe environment for staff to respectfully address concerns or push back when appropriate.
2. The Board discussed current vacancies and the need for continued recruitment. Members discussed seeking candidates with building or construction expertise and encouraged continued recruitment efforts.

B. Alyssa Hansen moved to adjourn the meeting. Jen Bruton seconded the motion. The meeting adjourned by unanimous vote at 4:58 p.m.

Next Meeting:

- Wednesday, November 11, 2026 at 4:00 p.m.