

Provo City Library Board of Directors
MINUTES
May 13, 2020

IN ATTENDANCE

LIBRARY BOARD

Julie Nichols (Chair)
Jen Wright
Carol Lee Smith
Karen Salmon
Cindy Gagon
Elizabeth Smart
David Shipley
Allyssa Pike

LIBRARY STAFF

Gene Nelson, Director
Carla Gordon, Asst. Director of Library Operations
Cindy Roe, Executive Assistant
Joella Bagshaw, Childrens Services Mngr
Ann-Marie Marchant, Support Services Mngr
Westin Cross, Assistant Events Coordinator

GUESTS

ABSENT

Rebecca Burton

Meeting began at 4:00 p.m. on Zoom and YouTube.

I. Welcome - Chairperson Julie Nichols

- A. Approval of Minutes - Elizabeth made a motion to approve the March 2020 minutes. Julie seconded the motion. The vote was unanimous to approve the minutes.
- B. Board Member Reports - Elizabeth loves the boredom busters on FaceBook. David says his wife is using the curbside pick up at the library and is really enjoying it.

II. Library Director's Report - Gene Nelson

- A. Calendar Items for Board - We started our closure on March 16, and two and a half weeks ago, we opened with our curbside service. Last week we had 694 appointed pickups. The books being returned are quarantined for three days, and then go back into the collection for availability. We currently have 13 open positions.
- B. Board Members Leaving - Elizabeth, Carol Lee, and Jennifer will be leaving this month. Cindy G will be our new Board Chair. We sure appreciate you all.

III. Action Items

- A. Fine Adjustment for Children's Materials in Fines & Charges Policy - We feel positive and strong about this. This is your decision to make. We propose that this will be effective on July 1, 2020. We will lose about \$50,000 on this revenue line. Cindy made the motion and Karen seconded the motion. It was unanimous to approve this policy.
- B. Strategic Plan 2020-2024 - We received \$25,000 in grants to go toward a new van, and then another \$7,800 in state money will go toward retrofitting the van. We are required every four years to submit our strategic plan to the Utah State Library. This will make us certified and qualified for state grants. We probably get about \$100,000 in databases and grants from the state. Karen made a motion, and David seconded the motion. It was unanimously approved.
- C. Proposed Budget 2020-2021- This budget is very close to what it was last year. We are being very conservative in the future for property taxes. We anticipate taxes to remain consistent, rentals to decrease due to COVID 19, book sales to drop, and interest income to raise. Programming budgets have been cut a bit, and capital and contingency line items have been lessened. We will be transferring virtually the same amount as last year over from our ending fund balance. We will need to go back and ask for the mill levy to be increased in several years. The staffing will be virtually identical as it is now. The amount we spend on materials will stay the same. Julie made the motion that we approve the budget, Cindy G seconded the motion. It was unanimously approved by the board.

IV. Discussion Items

- A. The app is ready. You can search for it with Provo Library or Provo City Library. We are excited that it is functional. Gene thanked the staff that worked on this.

Meeting adjourned at 4:56 p.m.

Next Meeting Wednesday, July 8, 2020 @ 4:00 pm.

Submitted by Cindy Roe