

Springville Public Library Board of Trustees Regular Meeting  
Board Meeting Room, located on the 2<sup>nd</sup> Floor of the Springville Library  
January 10, 7:00 p.m.

Present: MariLee Allred, Garn Coombs, Karen Ellingson, Tammy Heaton, Betsy Hopkins, Janet Johnson, Ann Kronmiller, Margy Layton, Jenette Swain, Pam Vaughn

Excused: Roger Layton, Mark Packard

I. Approval of December minutes and January agenda

The minutes were approved. The agenda was approved after the removal of Mark's section.

II. Garn Coombs

a. Friends Report

Garn deposited \$409 into the Friends account, from book sales in December and 1<sup>st</sup> week of January. The account balance is \$14,331.40. Twenty boxes of books (leftovers from the last big sale) will be donated to Worldwide Book Drive this month.

The library will be asking the Friends for two checks soon: one for a glass repair in the atrium and one other building issue costing approximately \$700.

III. Roger Layton

a. Foundation report

Margy relayed that Roger has nothing to report.

IV. Director's report—Pam Vaughn

a. Update on activities and/or issues at the library

Tammy and Garn will be leaving the board soon. Pam thanked Tammy for her generous donation to the library.

Pam shared portraits of library employees drawn by part-time employee Jessie Kate. The artist included notes on her inspiration for the portraits, based on personalities and strengths of the employees.

Pam is working on library goals and a strategic plan, to meet the city's requested format for the budget but also because the library needs a new three-year strategic plan. The board discussed the library's future directions. Pam asked the board to send ideas for plan and also specific goals. Betsy offered to send specific wording suggestions. As an example of something specific we could include in the plan, Pam noted that our adult nonfiction collection date average is 2001 and needs to be updated. Overall our collection is excellent compared to other small cities in the county. Ann asked about the Internet and whether it may be replacing a nonfiction collection. Technology and technology education should be a focus of the library. Board members felt that technology and books/reading are not enemies of each other; there is room for both. The discussion included these additional ideas on important directions:

- Appeal to all ages
- Keep community interested in reading/books/ideas/stories
- Maintain/expand library as community center. Programming, facilities, collection draw community members to the building.
- Promote books, reading, and engagement with the world of the mind
  - Not just literacy, but love of it
  - Booktalks

- This matches the library’s summer reading goals. Pam asked “can’t we do better than have you read a book and we give you a gummy worm?” We want to instill the desire to read and explore in members of the community. How do you get them there? We aren’t exactly sure, but this should be the end goal.
- Make it a game. Ask people to explore different genres and include a gameboard for exposure to different material or different services in the library.

The board also discussed specific points on the strategic plan draft:

- Be very specific so everyone can understand what’s going on, including city council and others in the library. An example: what are the statistical reports referred to in II.c.1?
- On the question of partnering:
  - The plan Library and Springville schools have a history of bad communication and little to no history of cooperation. For example, the library would like to know about school-assigned readings to help accommodate community needs. Perhaps some board members could take an assignment to build relationships with English teachers and school librarians. Local Parent and Teaching Organizations could play a potential role. Perhaps we could start with a standard flier to distribute to the schools.
  - Partnering with businesses could include classes on blogging and social media marketing. The library might also partner with the new economic development group in the city.
  - The “Springville Reads” project was a successful partnering venture. Lynette, the previous library director, headed up the effort. Unfortunately the committee fragmented and fell apart. Margy recommends that we start this project again.

The board also discussed ideas for improving the current methods for advertising events:

- Perhaps the city newsletter could include a highlight box or special events for the library.
- The current city newsletter calendar is difficult to read. Perhaps color coding would help.
- Many cities have a difficult time getting the word out about events because small newspapers have folded. Not everyone reads the city newsletter.
- The city has distributed a city welcome packet for those that sign up for utilities. This is a good idea; the library should include information in such a packet.
- We need a website of what’s in Springville: restaurants, stores, events
  - City believes that this list is on the city website, but the board believes it is too hard to find
- The current online city calendar allows users to view only one day at a time, which is difficult to use. BYU used to have a sortable calendar design, which several board members found easy to use.

## V. Policy Packet Review

The board reviewed updated policies, including the following list. Pam wants to post policies on the library website. The board corrected several typos throughout the policies. The collection development policy needs to be extensively updated. The board noted some redundancy in the document, particularly with regards to the goals and mission of the library. Tammy will send recommended changes to Pam.

- a. Collection Development Policy—tabled until February.
- b. Online Public Access Policy—approved.
- c. Unattended Children Policy—Pam tightened up the language and clarified the policy. The board approved the following changes and another small wording change:
  - i. Change #4 on p. 9. “in case of an emergency or unexpected closure.”
  - ii. Delete #5.
- d. Behavior Policy—was approved with the following changes:
  - i. p. 10 “Patrons who do not comply with this behavioral policy may be asked by a staff member to leave the library.”
  - ii. Add bullet : Any other behaviors deemed inappropriate by library staff.

- iii. Remove third bullet: “leaving vulnerable children...”
- e. Meeting Room Policy—city has passed a policy that supersedes the library’s policy.
- f. Circulation Policy—was approved with the following change:
  - i. Add a line (outside of the box) “In the case of lost or damaged materials, the library will assess a fee based on replacement and processing costs. Replacements provided by patrons will not be accepted.”
  - ii. In addition, note that the proposed yearly nonresident fee of \$80 will be taken to city council.
- iii. Request for Title Review—Pam reviews titles, sometimes recruiting Tammy to read the item in question. Policy was approved with the following changes:
  - 1. Add email address for patrons, so the library can reply on the outcome of the decision.
  - 2. Intro paragraph should read “request” instead of complaint.

## VI. Officer Appointments

The board approved officers for 2013. The board approved Karen as chair, Janet as vice-chair, Betsy as secretary, and Jenette as historian. The city is working on Garn’s replacement on the board. Another name recommended for the board is Mimi Hanks.

## VII. Adjournment

### Notice of Special Accommodations:

In compliance with the Americans with Disabilities Act, the city will make reasonable accommodations to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Library Director [801.489.2720](tel:801.489.2720) at least three business days prior to this meeting. Notice of Electronic or telephone participation: Electronic and telephone participation is not available for meetings of this public body. Other information: This meeting was noticed in compliance with Utah Code 52.4.202 on January 8, 2013. Agendas and minutes are accessible through the Springville City website at [www.springville.org/agendasminutes](http://www.springville.org/agendasminutes) and through the Utah Public Notice Meeting website at [www.utah.gov/PMN/index.html](http://www.utah.gov/PMN/index.html). Email subscriptions to the Utah public meeting notices are available through their website.

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