

Springville Public Library Board of Trustees Regular Meeting  
Board Meeting Room, located on the 2<sup>nd</sup> Floor of the Springville Library  
August 9, 2013 7:00 p.m.

Present: Pam Vaughn, Karen Ellingson, Jenette Swain, Janet Johnson, Roger Layton, Margy Layton, MariLee Allred, Mark Packard

Excused: Betsy Hopkins, Ann Kronmiller

1. Approval of June minutes and August agenda

The June minutes and the August agenda were approved.

2. Roger Layton
  - a. Foundation report

The crèche exhibit won't be happening this year – possibly in the future. The Foundation will explore other options for December.

- b. Other fundraising ideas

Karen suggested a Christmas tree decorating contest like The Festival of Trees to benefit the Library Foundation. Pam suggested home tours, garden tours, or yard tours. The Foundation is not limited to Springville locations. Pam talked about Sun Valley's library – they have a secondhand store where proceeds benefit their library and they also organize a Christmas home tour (ticketed event). Tickets are sold in advance and the period of time that people can attend is for several days. There would need to be an award committee/contest with the Christmas/home tour; tour homes should be juried or invitation only.

3. Mark Packard: Update on information from the city regarding or of interest to the library

Mark asked, "What is the most sold item at all Walmarts & Springville?" The answer is bananas. The rumor about Walmart leaving Springville is not true. The Springville Walmart is #1 or #2 in sales in Utah. They are going to add a smaller Spanish Fork branch. The Springville Walmart is doing nearly twice as much business as they anticipated. Love's Travel Center is going in on the 400 S. exit on the west side of Springville.

The Primary elections (city) are next Tuesday (Aug 13). Early voting has been slow. The State of Utah moved city elections forward from September to August. This change might have confused voters. 8 candidates are running (city council); the mayor is running unopposed.

Pam commended Karen for attending all the City Council meetings for the last two years. She commented that they are open meetings and it's nice when people are interested in city affairs and attend.

4. Director's report—Pam Vaughn
  - a. Update on activities and/or issues at the library

Summer reading is winding up. This year has been one of the highest quality and organized summer programs. Teens have been a forgotten group in libraries in the past. There has been a renewed focus on teens this year at our library. Ages 8-12 is another group that's often overlooked. Our library staff has been great to build bridges between very young children to young readers, teens, and into adulthood. Over 600 kids came to the celebration that completed the program. The teen program (Book Bash) was

fun and can be built on next year. The participation was also good on the reading portion, as well as attending the party.

Ellen Wilson will be leaving Springville's library to go to a new job at a library in Murray.

Pam noted that since she has been at the library (7 years) there have been 7 library people go through library school.

The Board commended Pam and her staff for doing such a fantastic job in making the library such an asset to the community. The library is running with very similar resources to what they were using in the old facility. One additional part-time staff member is all the additional staff that was hired.

5. Policy

- a. Review and approve, amend or reject updated policies including:
  - i. Collection Development Policy – Pam will have this at the next staff meeting in September for the Board's review.

6. Brandon Mull Day Report

Jenette reported on this event. Book sales were down for a variety of reasons.

- 1) People brought their own books, a few people bought books, but they wanted to buy the whole series or fill in missing books in the series. This was problematic because only the most current books were available for purchase.
- 2) The table with books was set up downstairs where they thought the author would come down – but he stayed upstairs.
- 3) The library was only able to accept cash or check, not credit cards.
- 4) A lot of people were gone – it wasn't as well attended as they thought it might be. But those who came had a really enjoyable time.

Mull spent a lot of time talking with the teens. A grant from the state allowed different people to come in and talk with the teens and teach workshops on movie making, book trailers, animations, etc. These topics reached a very wide range of teens (6 different speakers with varying topics) and it was a successful program. This programming was tied in to classes at the high school.

Richard Paul Evans will be a guest speaker at the library sometime in the future.

7. Library room rental policy discussion: rules regarding food in the library

a. Introduction

- i. Karen mentioned that according to the library laws in the state, the Board is responsible for the care and use of the library facility and write supporting policy. We are also trying to balance the needs of the community along with that responsibility.
- ii. Pam – there have been quite a few meetings about this policy with the city directors, including recreation/grounds, civic center, and fire department. Some good things have come of this. Business hours have been set to M-F, 9 a.m. to 5 p.m. – uniform among city buildings. Prices are pretty much the same across other city buildings. Uniformity with other city buildings is really helpful in determining a policy in line with other venues.
- iii. New policy
  1. Library staff will manage events from 9-5 M-F. After 5 pm and all day Saturday will now be covered by rental attendants. Under the old policy library staff was responsible for managing events during all library hours.

2. Event management includes technology needs and set up and take down. Library patrons managing these items might increase wear and tear of the building.
  3. Proposed costs are reasonable – they are based on market values from other event centers and libraries. We're competitive. Booking periods for the library are 3 months out. Event time closing is 10:00 p.m. – events needs to be finished by then. This price sheet & policy will be on line for people to see, but library staff will supplement it with additional explanation.
- b. The board discussion on the food policy included the following points:
- i. There is quite a bit of reluctance from the city council against banning food from library events altogether. Library programming should be able to have food. Council didn't want to limit food altogether, but do want a detailed list of foods that would be prohibited.
  - ii. Margy proposed a list of approved caterers like many other event centers require. All caterers would meet the library's requirements and be trained accordingly. That would limit people who would want smaller family events and to provide their own food. Board members were in agreement that there are several other options for venues for people to rent if they want events with food. Five approved caterers seems to be typical for many event centers. The city attorney requested a list of food that the library has used for their programming. Rita Wright, director at the Art Museum, spoke in Director's meeting about their bad experiences with chocolate foundations. The museum has very strict regulations regarding certain types of food items and where they can be placed and how they are used.
  - iii. Because the library has carpet and books, we aren't able to have the same kinds of foods as other venues. There have been problems with ants in the multi-purpose room because of food.
  - iv. Janet recommended that no food preparation be done at the library.
  - v. The library has been utilized a lot for a variety of community events – especially commercial patrons. The commercial patrons haven't been a problem. Many of the commercial patrons have been very complimentary of the facility and being able to use it.
  - vi. Mark Packard expressed his opinion that it's hard to exclude one or two groups (based on social or commercial status). If one group is permitted, all should be. But measures can be put into place with equipment, approved catering, etc. to help control the wear and tear on the library. His opinion is that consistency is important in what's allowed in the library.
  - vii. Pam mentioned that her frustration is that with any event that's done with food, cleaning has to be taken care of that same day in order to avoid damage to the carpet and to control insects. Pam feels that there needs to be someone available that same day to care for the cleaning. Other libraries aren't doing social events inside the libraries – those that do host events have different facilities and/or different buildings that are adjacent to the library.
  - viii. Pam – if social events are allowed at other city venues instead of the library, then perhaps the library could state no social events at the library.
  - ix. Mark - the mayor has requested that all the buildings in the city be open and available to the public. A suggestion was posed that perhaps people could rent the facility, but could prohibit food from being served in the library.
  - x. Pam - if the mayor and Council insist on it, then perhaps they will need to help fund same day custodial services.
  - xi. Pam is also nervous about having food here and the impact it will have on the collection.

- xii. Margy – asked if the outside pavilion available for rental? (Where the concert series are held?) This could be used for events with food. A sufficient cleaning fee could be charged from patrons to help incentivize them cleaning up. It would be refunded if they clean up, and kept if not cleaned well.
  - xiii. It might be easier to have a no food policy than define what a social event is.
  - xiv. Margy proposed a secondary approval process for those who want to have food (prior approval of menu and choices) – that’s where approved catering comes in (approved vendors with approved menus).
  - xv. Library programming needs to be exempt if there’s a no food policy – it’s an important part of the classes, and goodwill with patrons.
- c. Specific recommendations on the food policy:
- i. From individual board members:
    - 1. Karen: No food outside of library and approved caterers & events.
    - 2. MariLee: No food outside of library programming.
    - 3. Janet: Leave the policy as it stands right now – certain foods are prohibited but otherwise open to all events and foods.
  - ii. General board suggestions
    - 1. We would do whatever we decide for a trial period such as a year and then revisit to determine if a change needs to be made.
    - 2. Local partnerships with other community entities have been a positive part of the mission of the library – this is something positive we would like to continue.
  - iii. Library Board consensus. The board voted to support the general concept of the following statement. Karen will reword and distribute a more formal written statement, then send this statement to Troy, the city attorney. The recommendation will then be taken to City Council.
    - 1. The preference of the Library Board is for no food outside of library programming in order to protect the facility and the collection from damage, insect infestation, undue wear and tear on the facility and other similar problems. However, if the library is compelled to allow food at social events, then the following stipulations need to be met:
      - 1) Food provided must be provided by a set list of approved caterers and menus.
      - 2) The City will need to provide same day custodial service or allocate budget funds to cover an outside vendor to come in and clean immediately following the library closing hours.

## 8. Fall Book Sale

Jenette – The book sale will be held the end of September: evening of the 25<sup>th</sup> (possibly a teacher’s preview) through the 28<sup>th</sup>. A few people will need to help volunteer during peak times. The library staff can help with a few things but are limited in what they are able to do. Saturday the 28<sup>th</sup> there will also be a final sale promotion. Tuesday the 24<sup>th</sup> will be the set-up time for the book sale. Margy, MariLee, Janet, Karen, and Ann volunteered to help.

## 9. Motion to adjourn, Jenette; second, Karen; motion passed; meeting was adjourned at 8:58 p.m.

### 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 August 1, 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. Contact information: Betsy Hopkins: [betsy.spackman@gmail.com](mailto:betsy.spackman@gmail.com) Secretary, Library Board of Directors. The next meeting for the Library Board of Directors is scheduled for September 12, 2013