

## CACHE COUNTY LIBRARY BOARD

Minutes of February 10, 2010

The Cache County Library Board met in regular session on the 10<sup>th</sup> day of February, 2010 in the Cache County Library (Providence/River Heights Branch) 15 North main, Providence, Utah 84332

### Attendance:

Diane Petersen, David Low, Kathy Robison, Mary McBride, Myra Thatcher, Doug Clawson and Pat Parker, Secretary. Others in attendance were: Shawn Bliss, Marsha Herron, Pat Reading and Lanny Herron.

### Call to Order:

Chairman McBride called the meeting to order at 7:05 p.m. A motion to approve the minutes of November 18, 2009 was made by Robison and seconded by Clawson. Passed unanimously.

Members of the Board were introduced and new members welcomed. There is still one vacancy (from the north end of Cache County) on the Board. Mr. Lemon is working on getting this filled by the next meeting.

### Library and Bookmobile Fines

Bliss reported that he is doing all he can do to get overdue books returned. However, there are circumstances that make this task somewhat impossible – for instance, when personnel changes in a school or a family moves from the area. Bliss spoke with his supervisor at the State level and was told he could not assess a fine for books. Audio and Video were okay to fine but not books. In order to get some compromise on this it will require Mr. Lemon to speak directly with Doug. It does not seem probable that we will be able to assess a fine because this is State policy on all bookmobiles. Bliss will continue to do all he can to get the books returned. When we go to the Symphony software program a lot of problems will be worked out automatically because of being able to talk to the Library as well as the Bookmobile on status of books.

Since the bar coding is almost complete, JoAnn will be able to start following up on delinquent books. This will also make a difference. If we have e-mail addresses we can contact them this way if not it requires either or both a phone call and letter by mail.

After looking at the lists of names, Clawson felt this was not as big a problem as first thought. You have to be careful to way losing a few books as to the amount checked out. It was suggested that everyone (both the Bookmobile and Library staff) do the best they can do to keep the number of books not returned at a minimum.

Policy Review:

**Collection Development Policy.** (Please see “Exhibit A” attached hereto and made a

part hereof)

Herron explained the last time this document was approved by the Board was in 2006. It should be approved annually. A motion to approve the Collection Development Policy as presented to the Board was made by Thatcher and seconded by Petersen. Passed unanimously.

**Grievance Policy.** (Please see “Exhibit B” attached hereto and made a part hereof)

Herron stated that this policy is hardly used, but needs to be approved annually and kept on file in the event it is necessary. A motion to approve the General Grievance Policy and Procedure was made by Clawson and seconded by Robison. Passed unanimously.

**Interlibrary Loan Policy.** (Please see “Exhibit C” attached hereto and made a part

Hereof)

Herron stated there are times when they have used this policy although very rare. A motion to approve the Interlibrary Loan Policy was made by Thatcher and seconded by Clawson. Passed unanimously.

**Non-Resident Borrowing Privilege Policy.** (Please see “Exhibit D” attached hereto and

made a part

hereof)

Herron used the example of people staying in the Old Rock Church and wanting to read a book while here. They give their \$20.00 deposit and have not problem with it. A motion to approve the Non-Resident Borrowing Privilege Policy was made by Robison and seconded by Thatcher. Passed unanimously.

**Late Fee Policy.** (Please see “Exhibit E” attached hereto and made a part hereof)

Due to the previous discussion, it was decided by the Board to approve this document knowing that it will be re-visited after Mr. Lemon has a discussion with Doug at the State level. A motion to approve the Late Fee Policy was made by Petersen and seconded by Clawson. Passed unanimously.

**Library Standards of Patron Behavior Policy.** (Please see “Exhibit F” attached hereto

and made a part hereof)

Herron felt this was an important document to have on file in case they have a problem in the Library. A motion approving the Library Standards of Patron Behavior Policy was made by Clawson and seconded by Petersen. Passed unanimously.

### Three Year Technology Plan

(Please see “Exhibit G” attached hereto and made a part hereof)

Herron explained that she had authored this document and felt it was reasonable and within our reach to obtain in the next three years. This document also is used as the goals for the Library. Low was sent a copy to review prior to this meeting. Low felt it was a very good document and complimented Herron on her work. An anticipated budget is also included. A motion approving the library Technology Plan for 2010-2012 was made by Petersen and seconded by Robison. Passed unanimously.

### Reports

Bookmobile Progress Report (Please see “Exhibit H” attached hereto and made a part hereof)  
Bliss made the following report:

- Migration to new automation software (Symphony) has been on hold due to some concerns about the implementation at bookmobile school stops. This is being worked on.
  
- Patron registration. We are starting to register new patrons in Symphony this week. Re-registering existing patrons on limited basis as soon as next week. Workflows software has been installed on all workstations. We will continue entering patron info into Spectrum until Symphony is ready to roll out.
  
- Bar-coding – nearly 99% of collection has been completed.
  
- Facebook/Twitter pages for Bookmobile have been operational for last few weeks. The Bookmobile was also featured in the Herald Journal. Are now in the process of creating bookmarks and fliers to publicize to patrons.

- Financial – 53.09% of this year’s budget has been spent. (State works on July to July budget year) We fill well about this.
  
- Activity – Training on –line opportunities. Currently working on two classes from LE@D/UNT and UPLIFT. There may be a conference in May. This is still in question because of State budget cuts. Bookmobile will be closed on Monday, February 15, 2010 for President’s Day.

Library Progress Report (Please see “Exhibit I” attached hereto and made a part hereof. Herron gave the following report:

- A Library newsletter was once again sent to those cities willing to post it in their mailings.
  
- Circulation figures show an increase in January with 50% of the Library/Bookmobile circulation coming from Providence and River Heights combined patrons. Total number of patrons entering and using the library in January was 2,279, with a 3,162 circulation figure.
  
- Contacted State Library and inquired about grant sources. The Cache County Library (now identified as the Cache County Bookmobile Repository) is not eligible for federal LSTA grant funding but other grants may be available. Our goal in the library is to secure a grant allowing us to replace our VHS and audio cassette collection with DVDs and CDs. We can no longer get replacement parts.
  
- The budget has just begun and the only expenditures have been for printer repairs.
  
- Our story time numbers are steadily increasing with 80 in attendance last week and this week as well. This year’s summer reading program will be held June 14- July 17.

- Will be attending the Utah Library Association workshops in St. George in May. Next major activity is the Annual Report due in March. The Library will be closed on Monday, February 15, 2010 for President's Day.

Next Board Meeting:

The next meeting of the Cache County library Board will be on May 19, 2010 commencing at 7:00 p.m. in the Cache County Library (Providence/River Heights Branch) 15 North Main, Providence, Utah 84332

Adjourn:

No further business was brought before the Board and this meeting was adjourned at 8:35 p.m.