

**CITY OF DELTA, UTAH
LIBRARY ADVISORY BOARD MEETING
OCTOBER 5, 2010**

PRESENT

Sandra Topham	Chairperson
Tammie Bean	Board Member
Deborah Greathouse	City Librarian
Becky Prestwich	Board Member
Monica Schafer	Board Member
Robert Banks	City Council Representative

ABSENT

John DeGrey	Board Member
Marsha Lovell	Vice Chairperson

Chairperson Topham called the meeting to order at 8:00 p.m. She stated that notice of the meeting time, place and agenda had been posted at the City Building and had been provided to the Millard County Chronicle-Progress, posted on the Utah State Public Notice web site, posted on the Delta City web site and provided to each member of the Library Advisory Board at least two days prior to the meeting.

MINUTES

The proposed minutes of a Library Advisory Board Meeting held August 17, 2010 were presented for consideration and approval. Following discussion, Chairperson Topham MOVED to approve the minutes of the Library Advisory Board Meeting held on August 17, 2010, as corrected. The motion was SECONDED by Board Member Bean. Chairperson Topham asked if there were any comments or questions regarding the motion. There being none, she called for a vote. The motion passed unanimously.

UNFINISHED BUSINESS

There were no matters of unfinished business on the agenda.

NEW BUSINESS

UTAH HUMANITIES BOOK FESTIVAL

City Librarian advised the Board Members that she had arranged for an author and an illustrator to come to the library during this month in order to make a presentation about their endeavors. Lisa Mangum, an author will be present at the library at 7:00 p.m. on Thursday, October 14, 2010. Guy Francis, an illustrator will be present at the library at 7:00 p.m. on Thursday, October 21, 2010. Additionally, Ms. Mangum will also make presentations at Delta Middle School and

Delta High School on the date she will be here. Mr. Francis will do likewise, but he will also visit Delta Elementary School too.

FAMILY CARDS

Librarian Greathouse indicated that she had talked to some other libraries and also the Utah State Library about the issuance and use of family cards. In consideration of the fact that some library patrons may not want other members of their family to be knowledgeable of what resources they check out of the library, said patrons will still be given the choice of having a card for a single individual rather than a family card. Librarian Greathouse noted that one obvious problem with the use of family cards is that she would experience difficulties tracking the total number of library patrons at any given time. Discussion was held that perhaps a digit could be placed by the name of the family cardholder, such as "Jane Doe 5," which would indicate that there are five (5) patrons under the one issued card. Library patrons will be required to have their Library card with them in order to check out any library resources. A positive aspect of having a family card is that only one overdue notice would have to be sent instead of five, if resources were overdue using the "Jane Doe 5" sample scenario discussed herein. Following discussion, Board Member Prestwich MOVED to approve the use of family cards to check out Delta City Library resources. The motion was SECONDED by Chairperson Topham. Chairperson Topham asked if there were any comments or questions regarding the motion. There being none, she called for a vote. The motion passed unanimously.

ANNUAL REPORT

City Librarian Greathouse advised the Board Members that the annual report of our library's revenues and expenditures is due to be reported to the Utah State Library this month.

JUNIOR LIBRARY GUILD

Librarian Greathouse noted that she was considering the acquisition of Junior Library Guild's continuous order plan and sought the opinion of the Board Members. Each month 6 – 8 books would be delivered. These books would mostly be fiction but would cover a few non-fiction titles as well and target readers that are typically between the fourth and eighth grades. If they were to be ordered by the end of the current week the library would receive forty-eight (48) Junior Library Guild books at no cost. Chairperson Topham MOVED to approve the purchase of the Junior Library Guild's continuous book plan. The motion was SECONDED by Board Member Prestwich. Chairperson Topham asked if there were any comments or questions regarding the motion. There being none, she called for a vote. The motion passed unanimously.

THEFT

Librarian Greathouse advised the Board Members that a large number of books and DVD's have been stolen from the library. The Board Members held discussion about ways in which to deter or stop such thefts from continuing. Consideration of the deployment of security cameras, posting signs that indicate that library patrons are being monitored, perhaps the placement of security scanners that would detect un-cleared items that required a resource's bar code to be

scanned and finally, discussion of having an audio device on the library entryway doors to help staff be more aware of patrons entering and exiting the building.

EMPLOYEE

City Librarian Greathouse advised Board Members that Librarian Assistant April Love had terminated her employment with Delta City Corporation as of Thursday, September 30, 2010. Librarian Greathouse further indicated that she did not have any intent of hiring another person to fill the vacancy left by Ms. Love's departure from the library staff.

HIGH SPEED INTERNET

Librarian Greathouse apprised the Board Members that the contract documents between Delta City Corporation and the Utah State Library Division (USLD) and its partnership with the Utah Education Network (UEN) for broadband Internet access have been executed and delivered for processing. Thereafter, the service will commence after the installation is arranged for. Once installed, broadband resources will be greatly enhanced, rather than only one (1) megabit of bandwidth, it will increase to bandwidth of up to one hundred (100) megabit at a cost of \$210.00 monthly.

OTHER BUSINESS

Librarian Greathouse indicated that she has talked with Lee Morris, Delta City's computing and information technology consultant about setting up the library server equipment and software deployment for the library's web site. Microsoft Corporation's FrontPage HTML editor and web site administration tools will be used to maintain the web site. The software front page will be used. Board Member Bean offered to assist with the maintenance of the web site. The Board Members discussed the possibility of creating a Facebook account as well.

As a matter of notice, Librarian Greathouse advised the Board Members that the well-worn doors that enter and exit on the north side of library will soon be replaced after many years of service. As a courtesy to physically challenged library patrons, the new doors will have electrically-operated mechanisms to open and close the doors.

The next tentatively scheduled meeting of the Library Advisory Board is Wednesday, January 26, 2011 at 8:00 p.m.

Chairperson Topham asked if there were any comments, questions or other items to be discussed. There being none, Chairperson Topham MOVED to adjourn. The motion was SECONDED by Board Member Bean. Chairperson Topham asked if there were any comments or questions regarding the motion. There being none, she called for a vote. The motion passed unanimously.

Chairperson Topham declared the meeting adjourned at 8:56 p.m.

SANDRA TOPHAM, Chairperson

GREGORY JAY SCHAFFER, MMC, Recorder

MINUTES APPROVED: