

North Logan City Library Board Meeting
May 14, 2026

In attendance:

Joy Albrecht
Ava Albrecht
Jen Albrecht
Emily Shmidt
Sarah Dana
Trent Batemen
Cathy Larsen
Erin Jensen

Good news minutes

-Rolling cabinets for cooking classes were delivered
-The Library is going to offer a lot of cooking classes. USU Extension is pulling out of the county building and will be offering exclusively at the North Logan Library. The price will be \$10. Adult classes will go through USU, while junior/kids classes will go through the library. North Logan is not charging USU for the space, as it will be a partnership.

Approval of Minutes

Sarah motioned to approve the April minutes, Erin seconded. Unanimous approval.

Directors report by Trent Bateman

Budget: Still collecting less money from library fines than last year, due to closure. Thorne Endowment has been submitted to the city, and will go into the library budget at end of fiscal year. Utilities cost is around 75%, despite the cost of the extra building, which is good.

The Library hired someone to draft a Facility Use agreement, and Operations Playbook for employees. This will help as the Library starts using the space and needs to deal with expected and unexpected situations. We will reevaluate the documents after a few months or a year, since much of the application is still theoretical. Erin Jensen noticed that the Facility Use agreement and Playbook prices are different, Trent will make sure it's fixed. Currently, the kitchen is not reservable, though groups will have access. This will prevent groups from using it as a commercial kitchen. When reserving the facilities, groups will be warned that they might have to share the kitchen.

The Summer Kickoff Party is June 1, 4-5:30. Trent asked for board member volunteers to help make and distribute cotton candy like last year. Those interested will contact Trent.

The library staff is using new software for the summer reading program – Reader Zone. It will be a website, rather than an app this year. Reader Zone is doing it for free for us this first year as a pilot program. Trent is excited as they have customized it to many of our recommendations

Trent still needs contact and tenure information from board members to turn into the state.

Star Wars party update. The public was not careful with our new building. There were several stains, physical damage, and general chaos that comes from giving kids toy lightsabers and letting them loose. How do we educate families? Trent and Heidi are re-evaluating the programs and will probably cut activities that encourage running amok and whacking, or big messes. They also need to do training on volunteer responses. Teen volunteers will not garner the respect, and Heidi needs to be running things, not chasing kids. Might need volunteers just to corral kids. The board decided that we will be responsible for helping with the two big activities – the Harry Potter Party and the Star Wars party – and help keep things under control.

The board watched a video Trent took of the current renovations. Things are looking good, and they are hoping to be done by the end of July. Furniture is coming mid August, and hopefully the Library can open mid September.

Rule of Conduct Policy: The Board examined Trent's update to the Rule of Conduct Policy, which primarily added a section on how to deal with infectious disease. Also in the policy was a section on "unhygienic odor", which Trent has not had to deal with yet. Ringworm was mentioned specifically in the policy due to being highly contagious. The Board discussed possibly needing a script, particularly for younger staff members, because it can be an awkward conversation. It would be nice to have a solution that allows individuals to keep their dignity, but also protect other patrons. Trent has done training with staff (CAPSA-run) on how to deal with problems.

As a side note, the Library had a situation recently with a patron that made people feel uncomfortable, but the staff was able to contact Trent and have him assist. There will be a doorbell in the new space to alert upper staff.

The board also recommended that there be no food or drink in the library. Only water. With this change, and a few other re-wordings, the board will vote next month to approve or modify the Rule of Conduct Policy.

Closed Meeting

The board voted to move to a closed meeting to discuss the health, competency, and character of an employee.

Return to Open Meeting

Upon returning to the open meeting, the board unanimously voted to approve Trent Bateman's Employee Evaluation that will be submitted to the City Council. The board then voted to adjourn.