



MURRAY CITY LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

September 20, 2023

05:30 PM

166 E 5300 S Murray, UT

CALL MEETING TO ORDER

Present: Ali Lyddall, Sage Fitch, Dustin Lewis, Kirsten Woodbury, Joelle Rasmussen, Wini DeMann

Excused: Jessica Miller

Others: Kim Fong, Murray Library Director; Julia Pehrson, Murray Library Assistant Director; Brittney Casad, Murray Library Staff

Vice Chairman Lewis called the meeting to order at 5:30 p.m.

APPROVAL OF MINUTES

The minutes for the August 2023 meeting were approved, as written, on a motion made by Joelle Rasmussen. This was seconded by Kirsten Woodbury and voting was unanimous in favor.

CITIZEN COMMENT(S)

Those wishing to have their comments read into the record may send an email by 5:00 p.m. the day prior to the meeting date to kfong@murray.utah.gov. Comments are limited to three minutes or less (approximately 300 words for emails) and must include your name and address.

None

REPORT(S)

- 1) Financial Report
- 2) Director's Report

1. Financial Report, Kim Fong

Agenda Attachments

1. boardbudgetreportsep2023.pdf

1) Financial Report: 16% of the year has lapsed and everything is on budget. Director Fong advised that the Periodicals budget looks a little overspent because the renewals for the newspapers happens at the beginning of the fiscal year. A motion to receive and file the financial report was made by Sage Fitch and seconded by Wini DeMann. Voting was unanimous in favor.

2) Director's Report: Director Fong gave a presentation on the many outreach programs that have been done by the Murray Library staff. These include the Senior Expo at Winchester Estates, the Murray Power Fair, the Murray Park Farmer's Market and delivering Storytime Kits to several local daycares.

OLD BUSINESS

Information Item: Library and Senior Recreation Center

Director Fong stated that there was a presentation given to the Murray City Council about the proposed Library/Senior Recreation Center joint facility. She said that the overall feeling from them was positive.

NEW BUSINESS ITEM(S)

Action Item: Collection Management Policy

Action Item: Halloween Early Closure

Action Item: Veterans' Day Holiday Closure

Action Item: Plan for Director Review

1. Collection Management Policy, Kim Fong

Agenda Attachments

1. Collection Management Policy.pdf

1) Collection Management Policy: Director Fong stated that she felt it prudent to put more specific language and descriptions into the policy. Joelle Rasmussen asked if the verbiage should be listed under the goal subheading or something else. After discussion, it was agreed to get rid of the word "goal". Sage Fitch made a motion to adopt the collection development policy with the changes discussed. This was seconded by Joelle Rasmussen and voting was unanimous in favor.

2) Halloween Early Closure: Director Fong said that over the last few years the Murray Library has closed at 5 p.m. on Halloween because there are so few patrons that come in. She would like to make this a standard for every year instead of having to vote on it annually. Kirsten Woodbury made a motion to approve the early closure of the Murray Library for all future Halloweens. This was seconded by Joelle Rasmussen and voting was unanimous in favor.

3) Veterans Day Holiday Closure: Director Fong advised the board that Veterans Day is on a Saturday this year, which means that the observed holiday is on Friday. She asked if the board would approve closing the Murray Library for Saturday as well since it seems confusing to patrons to be closed the day before but not on the actual holiday. Joelle Rasmussen made a motion to approve the closure for Saturday as well as Friday for the Veterans Day Holiday. This was seconded by Wini DeMann and voting was unanimous in favor.

4) Plan for Director Review: Chairman Lyddall gave an overview on how Director Fong's evaluation was completed last year. After discussion, the board consented that they would like to do it that way again.

ANNOUNCEMENTS AND QUESTIONS

Joelle Rasmussen stated that her granddaughter loved the Wiggle Worms program. Chairman Lyddall inquired as to whether a policy for COVID was needed for the winter season. She also asked if there were more masks and COVID tests to give out to patrons. Director Fong answered that there are masks but she will contact the health department and see if she can get more COVID tests. Vice Chairman Lewis asked if board meetings can happen electronically if needed. Director Fong responded that she believes it is now written into the bylaws that meetings can be held virtually if needed.

ADJOURNMENT

A motion to adjourn was made by Joelle Rasmussen and seconded by Kirsten Woodbury. Voting was unanimous in favor and the meeting was adjourned at 6:34 p.m.

NEXT MEETING

The next scheduled meeting will be held on **Wednesday, October 18, 2023, at 5:30 p.m. MST** located at **166 E 5300 S Murray, Utah.**

Special Accommodations for the hearing or visually impaired will be made upon a request to the office of

Murray City Recorder (801-264-2662). We would appreciate notification two working days prior to the meeting. TTY is Relay Utah at #711.

Committee members may participate in the meeting via telephonic communication. If a Committee member does participate via telephonic communication, the Committee member will be on speakerphone. The speakerphone will be amplified so that the other Committee members and all other persons present will be able to hear all discussions.

At least 24 hours prior to the meeting, a copy of the foregoing notice was sent to the City Recorder to post in conspicuous view in the front foyer of the Murray City Center, Murray, Utah. A copy of this notice was also posted on Murray City's internet website www.murray.utah.gov and the state noticing website at <http://pmn.utah.gov>.

16% of year lapsed

FULL ACCT	ACCT DESCRIPTION	TYPE	Budget	Remaining Budget	% Used
23-0000-31110	Real Property Taxes	R	-2,464,889.00	-2,455,653.71	0.37
23-0000-31120	Personal Property Taxes	R	-100,000.00	-97,420.28	2.58
23-0000-31130	Motor Vehicle Fee-In-Lieu	R	-125,000.00	-113,513.16	9.19
23-0000-31150	Prior Year's Tax Redemptions	R	-20,000.00	-19,271.30	3.64
23-0000-33200	State Grants	R	-12,900.00	-12,900.00	0.00
23-0000-34110	Copies and Printing Fees	R	-3,500.00	-2,489.87	28.86
23-0000-35125	Library Fines	R	-15,000.00	-11,391.37	24.06
23-0000-36100	Interest Income	R	-186,000.00	-165,709.52	10.91
23-2301-41100	Regular Employees	E	831,966.00	692,116.60	16.81
23-2301-41110	Seasonal/Part Time Employees	E	170,000.00	147,727.42	13.10
23-2301-41200	Social Security	E	76,848.00	64,756.59	15.73
23-2301-41300	Group Insurance	E	147,096.00	121,593.09	17.34
23-2301-41400	Retirement	E	176,638.00	146,928.40	16.82
23-2301-41500	Worker Comp	E	670.00	523.72	21.83
23-2301-42030	Tuition Reimbursement	E	2,500.00	0.00	100.00
23-2301-42040	Service Awards	E	500.00	350.00	30.00
23-2301-42125	Travel & Learning	E	12,000.00	10,152.03	15.40
23-2301-42140	Supplies	E	15,000.00	12,061.97	19.59
23-2301-42170	Small Equipment	E	13,800.00	13,800.00	0.00
23-2301-42180	Miscellaneous	E	28,990.00	20,561.27	29.07
23-2301-42505	Building & Grounds Maintenance	E	75,000.00	61,336.16	18.22
23-2301-42510	Equipment Maintenance	E	83,000.00	80,693.87	2.78
23-2301-42730	Credit Card Fees	E	2,000.00	1,840.63	7.97
23-2301-43000	Professional Services	E	60,000.00	53,832.95	10.28
23-2301-44000	Utilities	E	30,000.00	25,715.39	14.28
23-2301-44010	Internet/Telephone	E	6,500.00	6,215.28	4.38
23-2301-45920	Reserve Buildup	E	573,923.00	573,923.00	0.00
23-2302-42110	Children's Books	E	59,800.00	51,877.17	13.25
23-2302-42111	Children's Audio Visual	E	7,560.00	6,827.13	9.69
23-2302-42112	Children's Audio Books	E	10,400.00	10,191.47	2.01
23-2302-42113	Children's E-books	E	16,200.00	13,285.35	17.99
23-2302-42600	Children's Programs	E	4,000.00	3,582.76	10.43

23-2303-42110	Young Adult Books	E	14,040.00	11,968.60	14.75
23-2303-42112	Young Adult Audio Books	E	10,000.00	9,382.07	6.18
23-2303-42113	Young Adult E-books	E	19,160.00	15,708.22	18.02
23-2303-42600	Young Adult Programs	E	2,000.00	1,634.59	18.27
23-2304-42110	Adult Books	E	54,000.00	43,353.61	19.72
23-2304-42111	Adult Audio Visual	E	32,000.00	28,289.48	11.60
23-2304-42112	Adult Audio Books	E	10,000.00	9,495.06	5.05
23-2304-42113	Adult E-Books	E	110,760.00	87,187.43	21.28
23-2304-42114	Adult Periodicals	E	2,800.00	-77.89	102.78
23-2304-42600	Adult Programs	E	2,000.00	1,776.67	11.17
23-2370-47200	Buildings	E	130,000.00	130,000.00	0.00
23-2390-49000	Risk Assessment	E	13,637.00	12,501.00	8.33
23-2390-49310	Admin Cost Wages	E	91,876.00	86,845.00	5.48
23-2390-49311	Admin Cost O&M	E	30,625.00	28,236.00	7.80

Collection Management

Goal

The Murray City Library selects materials which promote the joy of reading, viewing, and listening. The library collections are designed to give our patrons materials they will enjoy. The Library selects materials to reflect the diversity of the needs and interests of our patrons. It should be recognized that some materials may seem inappropriate or insignificant to some readers or viewers while being appropriate or significant to others. Collections in the library are organized according to publisher-assigned categories such as Young Adult or Fiction. These categories indicate the marketed audience. They are not a rating of content which varies widely. The library respects each patron's freedom to choose what they read and does not endorse any particular content. The library also respects each parent/guardian's role in guiding content choices for their family. The library cannot judge values or categorize content for the community as a whole. ~~The reading and viewing activity of children is ultimately managed by their responsible party.~~ The library does not necessarily endorse or agree with the opinions expressed by the materials in the collection. The Library Board of Trustees delegates the authority to make selection decisions to the library staff and adopts a budget which actively promotes a collection that responds to community needs.

Scope

As a popular materials library we make selections based on anticipated and/or actual demand. The collection is not designed to be all inclusive or comprehensive. Patron interest will be determined by comparative statistical use reports.

Patron requests are given a very high priority in our selection process. The community defines our collection through their requests, suggestions, and use. Requests may be limited by item availability through our vendor and/or allocated funds. Patrons can make purchase suggestions through our online [Purchase Request Form](#).

Retention

Due to limited capacity, titles must earn space on our shelves or they are removed to make room for newer and/or more popular materials. Materials are retained for as long as they have a demonstrated value based on use reports. Examples of criteria for withdrawn materials may include outdated information, poor condition or infrequent use. Materials removed from our collection may be disposed of or donated to not-for-profit organizations.

Gifts

The Murray Library welcomes and accepts donations without conditions from the donor. Donated materials may be added to the collection, given to our Friends group for resale, or discarded.

Reconsiderations

Reconsideration of materials both in and not in the collection can only be made by a resident of Murray City. Reciprocal borrowing policies do not extend to reconsideration of materials. The reconsideration process extends only to those items selected by the staff of the Murray City Library. Items that meet this selection criteria may be reconsidered. The Library has a process established by the Library Board of Trustees to review and respond to a patron's request to reconsider materials in the collection through our online [Request for Reconsideration](#).

Approved by the Murray Library Board May 18, 2022.