



# MURRAY CITY LIBRARY BOARD OF TRUSTEES

## MEETING MINUTES

January 17, 2024

05:30 PM

166 E 5300 S Murray, UT

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### CALL MEETING TO ORDER

**Present:** Ali Lyddall, Dustin Lewis, Joelle Rasmussen, Wini DeMann, Jessica Miller

**Excused:** Sage Fitch, Kirsten Woodbury

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

Chairman Lyddall called the meeting to order at 5:31 p.m.

### APPROVAL OF MINUTES

The minutes for the November 2023 meeting were approved, as written, on a motion made by Vice Chairman Lewis. This was seconded by Jessica Miller and voting was unanimous in favor with one abstention.

### 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](mailto: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. [boardbudgetreportjan2024.pdf](#)

1) Financial Report: 50% of the year has lapsed and everything is on budget. A motion to receive and file the financial report was made by Jessica Miller. This was seconded by Joelle Rasmussen and voting was unanimous in favor.

2) Director's Report: Director Fong shared a handout of her annual report to the Mayor. She discussed circulation statistics as compared to last year as well as the Tale Trail and new offerings such as the app, telescope and new programs. Chairman Lyddall asked what the Sensory Hour program is. Director Fong answered that it is basically the same program as Play to Learn but is reserved for a limited group of neurodivergent children.

## OLD BUSINESS

None

## NEW BUSINESS ITEM(S)

Public Comment Portion of Agenda and Meeting

Code of Conduct Changes

Inventory Closure--February 29

Loan Policy Change--Read-Along Books

February Board Meeting Cancellation--Boards and Commissions Dinner, January 30

### 1. Public Comment, Kim Fong

Agenda Attachments

#### 1. [Public Comments.pdf](#)

Director Fong stated that she talked to G.L. Critchfield and he wrote a citizen comment script that could be added to all future agendas. Jessica Miller asked why people could question items not on the agenda but not things that are on the agenda. Vice Chairman Lewis stated that it sounds like verbiage used for meetings with public hearings, which the library board does not usually have. He also advised that it means that whatever topic someone brings up that is not currently on the agenda needs to be added to the agenda for the next meeting because it has to be posted in advance what will be discussed in that meeting. Director Fong stated that verbiage can be changed as needed. Vice Chairman Lewis made a motion to table the vote on this policy until additional revisions have taken place. This was seconded by Joelle Rasmussen and voting was unanimous in favor.

### 2. Code of Conduct, Kim Fong

Agenda Attachments

#### 1. [Code of Conduct 012024.pdf](#)

Director Fong discussed changes made to the Code of Conduct Policy. Vice Chairman Lewis stated that the recent passing of the Code Blue Alerts could limit the efficacy of this policy and he would like to double check that with G.L. Critchfield. Jessica Miller asked if, in reference to the odor part of the policy, hygiene kits or something could be given to the patrons asked to leave. Director Fong stated that when this happens, there is usually an issue that requires something more than a hygiene kit can resolve. Assistant Director Pehrson added that she would at least like to give them a list of resources they could use to resolve the issue. After discussion, a motion to approve the changes to the Code of Conduct policy was made by Jessica Miller. This was seconded by Wini DeMann and voting was unanimous in favor.

### 3. Loan Policy, Kim Fong

Agenda Attachments

#### 1. [library card loan policies 012024.pdf](#)

Director Fong shared that a new read-a-long style of book will be added to the collection. Due to that, a few things had to be added to the loan policy. Since it will start as a small collection patrons will be limited to checking out 3 at a time. Vice Chairman Lewis asked if they are expensive. Assistant Director Pehrson answered that they are about \$40 each. A motion to accept the changes made to the loan policy was made by Vice Chairman Lewis. This was seconded by Joelle Rasmussen and voting was unanimous in favor.

4. Inventory Closure: Director Fong said that it is time to do inventory again. She commented that February 29th seemed like a good day to close the library to do so since it is an extra day anyway. A motion to close the library for inventory on February 29th was made by Vice Chairman Lewis and seconded by Joelle Rasmussen. Voting was unanimous in favor.

5. February Board Meeting Cancellation: Director Fong stated that due to the boards and commissions appreciation dinner, the February meeting is usually cancelled. The dinner is on January 30, 2024, this year, but Director Fong asked if the board would still like to cancel the February meeting. A motion to cancel the February 2024 meeting was made by Jessica Miller. This was seconded by Wini DeMann and voting was unanimous in favor.

## **ANNOUNCEMENTS AND QUESTIONS**

Jessica Miller asked if anyone has heard about the Murray Library becoming a book sanctuary. Joelle Rasmussen asked what that would be and Jessica Miller answered that it is a movement in response to book banning. Jessica Miller added that she heard it was going to the Murray City Council, but wanted to bring it up in case it is requested in the near future. Director Fong said that if it needs to be discussed it can be put as an agenda item.

## **ADJOURNMENT**

A motion to adjourn was made by Jessica Miller and seconded by Joelle Rasmussen. Voting was unanimous in favor. The meeting was adjourned by 6:19 p.m.

## **NEXT MEETING**

The next scheduled meeting will be held on **Wednesday, February 21, 2024, 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](http://www.murray.utah.gov) and the state noticing website at <http://pmn.utah.gov>.

| FULL ACCT     | ACCT DESCRIPTION               | TYPE | 2024 Budget   | Remaining Budget | % Used |
|---------------|--------------------------------|------|---------------|------------------|--------|
| 23-0000-31110 | Real Property Taxes            | R    | -2,504,413.00 | -209,621.70      | 91.63  |
| 23-0000-31120 | Personal Property Taxes        | R    | -100,000.00   | -67,884.57       | 32.12  |
| 23-0000-31130 | Motor Vehicle Fee-In-Lieu      | R    | -125,000.00   | -71,240.67       | 43.01  |
| 23-0000-31150 | Prior Year's Tax Redemptions   | R    | -20,000.00    | -14,691.47       | 26.54  |
| 23-0000-33200 | State Grants                   | R    | -13,395.00    | -11,811.00       | 11.83  |
| 23-0000-34110 | Copies and Printing Fees       | R    | -3,500.00     | -733.57          | 79.04  |
| 23-0000-35125 | Library Fines                  | R    | -15,000.00    | -5,067.06        | 66.22  |
| 23-0000-36100 | Interest Income                | R    | -186,000.00   | 2,053.07         | 101.10 |
| 23-0000-36500 | Miscellaneous                  | R    | 0.00          | 3,777.11         | 0.00   |
| 23-2301-41100 | Regular Employees              | E    | 831,966.00    | 431,798.28       | 48.10  |
| 23-2301-41110 | Seasonal/Part Time Employees   | E    | 170,000.00    | 107,543.84       | 36.74  |
| 23-2301-41200 | Social Security                | E    | 76,848.00     | 42,269.14        | 45.00  |
| 23-2301-41300 | Group Insurance                | E    | 147,096.00    | 81,312.13        | 44.72  |
| 23-2301-41400 | Retirement                     | E    | 176,638.00    | 91,637.73        | 48.12  |
| 23-2301-41500 | Worker Comp                    | E    | 670.00        | 259.88           | 61.21  |
| 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     | 9,805.06         | 18.29  |
| 23-2301-42140 | Supplies                       | E    | 15,000.00     | 8,903.02         | 40.65  |
| 23-2301-42170 | Small Equipment                | E    | 13,800.00     | 1,651.50         | 88.03  |
| 23-2301-42180 | Miscellaneous                  | E    | 28,990.00     | 20,542.28        | 29.14  |
| 23-2301-42505 | Building & Grounds Maintenance | E    | 75,000.00     | 33,697.69        | 55.07  |
| 23-2301-42510 | Equipment Maintenance          | E    | 83,000.00     | 53,091.26        | 36.03  |
| 23-2301-42730 | Credit Card Fees               | E    | 2,000.00      | 1,166.58         | 41.67  |
| 23-2301-43000 | Professional Services          | E    | 60,000.00     | 52,678.04        | 12.20  |
| 23-2301-44000 | Utilities                      | E    | 30,000.00     | 16,010.28        | 46.63  |
| 23-2301-44010 | Internet/Telephone             | E    | 6,500.00      | 5,617.37         | 13.58  |
| 23-2301-45920 | Reserve Buildup                | E    | 573,923.00    | 573,923.00       | 0.00   |
| 23-2302-42110 | Children's Books               | E    | 59,800.00     | 33,726.07        | 43.60  |
| 23-2302-42111 | Children's Audio Visual        | E    | 7,560.00      | 5,269.33         | 30.30  |
| 23-2302-42112 | Children's Audio Books         | E    | 10,400.00     | 6,373.78         | 38.71  |
| 23-2302-42113 | Children's E-books             | E    | 16,200.00     | 9,251.35         | 42.89  |
| 23-2302-42600 | Children's Programs            | E    | 4,000.00      | 2,772.89         | 30.68  |

|               |                         |   |            |            |        |
|---------------|-------------------------|---|------------|------------|--------|
| 23-2303-42110 | Young Adult Books       | E | 14,040.00  | 8,361.85   | 40.44  |
| 23-2303-42112 | Young Adult Audio Books | E | 10,000.00  | 7,077.76   | 29.22  |
| 23-2303-42113 | Young Adult E-books     | E | 19,160.00  | 11,092.59  | 42.11  |
| 23-2303-42600 | Young Adult Programs    | E | 2,000.00   | 1,053.89   | 47.31  |
| 23-2304-42110 | Adult Books             | E | 54,000.00  | 25,382.54  | 53.00  |
| 23-2304-42111 | Adult Audio Visual      | E | 32,000.00  | 20,082.37  | 37.24  |
| 23-2304-42112 | Adult Audio Books       | E | 10,000.00  | 5,016.68   | 49.83  |
| 23-2304-42113 | Adult E-Books           | E | 110,760.00 | 55,690.80  | 49.72  |
| 23-2304-42114 | Adult Periodicals       | E | 2,800.00   | -342.89    | 112.25 |
| 23-2304-42600 | Adult Programs          | E | 2,000.00   | 1,673.01   | 16.35  |
| 23-2362-42140 | Grant Supplies          | E | 495.00     | 495.00     | 0.00   |
| 23-2370-47200 | Buildings               | E | 169,524.00 | 169,524.00 | 0.00   |
| 23-2390-49000 | Risk Assessment         | E | 13,637.00  | 7,957.00   | 41.65  |
| 23-2390-49310 | Admin Cost Wages        | E | 91,876.00  | 59,557.00  | 35.18  |
| 23-2390-49311 | Admin Cost O&M          | E | 30,625.00  | 15,642.00  | 48.92  |

## Public Comments:

Comments will be limited to three minutes for individuals (approximately 300 words for emails) and to five minutes for a spokesperson, recognized as representing a group in attendance. Please begin by stating your name and city of residence. Comments are limited to items not scheduled on the agenda. 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](mailto:kfong@murray.utah.gov). Other than this Public Comment section of the meeting or a required public hearing, members of the public may observe but will not be allowed to participate (speak) in the meeting.

At the beginning of the meeting, if public is present, the Chair could say something like this:

We welcome the public in attendance. This Library Board meeting is a business meeting where we discuss the business of the library. Consequently, other than the public comment section (or a required public hearing), members of the public may observe the meeting but may not participate (speak) in the meeting.

And just prior to calling for public comment, the Chair may state:

The public comment portion of the meeting shall be limited to the public addressing the Library Board on any item not on the agenda. Individual members of the public shall be limited to three (3) minutes time. A spokesperson representing a group in attendance shall be limited to no more than five (5) minutes time. Board members will not interrupt, argue with, or otherwise interfere with comments made by the public. The Board may ask clarifying questions of the member of the public making a comment, but state law prohibits the Board from acting on items that do not appear on the agenda.

## Code of Conduct

Patrons shall be engaged in activities associated with the use of a public library while in the building.

Patrons not engaged in reading, studying, using Library materials/the computers/wireless system or attending events may be asked to leave the building.

The following behaviors are not permitted:

- Any illegal activity.
- Soliciting.
- Blocking access to entrances ~~and~~, exits, **or library services** inside or outside the library.
- Use of wheeled devices, except for wheelchairs, walkers, **strollers for children, and** medically necessary scooters inside or outside the library.
- **Using more space than is typically required for one person and their belongings.**
- Loud talking, other noises or actions that distract and interrupt other patrons or staff.
- Using audible devices without headphones or with headphones set at a volume that disturbs others.
- Using communication devices in a manner that disturbs others.
- Running, pushing, shoving, physical threats, horseplay or other acts of violence.
- Any harassment or abuse, whether verbal or physical, of patrons or library employees. Harassment may include but is not limited to verbal or physical conduct another individual reasonably perceives to be hostile, threatening, or offensive.
- Misuse or abuse of furniture, equipment, materials or other library property.
- Littering inside or outside the library.
- Failure to follow library policies regarding public access to the Internet.
- Smoking, use of tobacco products, e-cigarettes, alcohol and drugs; the library is a smoke-free and drug-free environment.
- Being under the influence of alcohol or illegal drugs while in the library.
- Use of the library restrooms for anything other than their ordinarily intended purpose, it being understood that such purposes do not include loitering, bathing, shaving, doing laundry or washing hair.
- Animals in the library, with the exception of service animals. Individuals with a service animal must maintain control of the animal at all times.
- Using library property for prolonged sleeping or as living quarters.
- **Leaving personal items unattended inside or outside the library. The library cannot be responsible for lost or stolen items. Unattended items may be removed and discarded.**

- Presenting an offensive, pervasive odor which interferes with others' comfortable use of the library.

Food and drink is allowed in the library if practiced "within reason" as determined by library staff.

~~Patrons should not leave personal items unattended. The library cannot be responsible for lost or stolen items.~~

A person must wear clothing (covering upper and lower body) and footwear in the library.

The library reserves the right to respond to any and all conduct not expressly set forth herein, but which is deemed by library staff to interfere with the use of the library by other patrons or library staff.

Patrons will be warned once and required to leave the premises if the unacceptable behavior continues.

Repeat misconduct for minor offenses or the commission of severe offenses (even if a single isolated event) may result in individuals being immediately trespassed from the library for a specified period of time determined by library staff, or in extremely severe and extraordinary circumstances, permanently.

Trespass procedures are outlined below.

Adopted by the Murray Library Board of Trustees – June 21, 2006; Revised January 19, 2022.



## LIBRARY CARDS

The following card types are offered:

### **Adult Resident Card**

Any adult resident of Salt Lake County is eligible for this card. Photo identification and proof of current address is required. Employees of Murray City are eligible for this card, regardless of place of residence.

### **Juvenile Resident Card**

Cardholders have access to all library materials and library computers. Minors under the age of 18 years must have approval of their legal guardian in the library at the time the card is issued. Adults are responsible for all charges to their account and their child's account; adults must have an Adult Resident Card before their child can have a card. The Adult Responsible Party is the only person authorized to make changes to Juvenile accounts.

### **Juvenile Resident No Movies Card**

Cardholders have full access to library materials (except for movies) and library computers. Minors under the age of 18 must have approval of their legal guardian in the library at the time the card is issued. Adults are responsible for all charges to their account and their child's account; adults must have an Adult Resident Card before their child can have a card. The Adult Responsible Party is the only person authorized to make changes to Juvenile accounts.

### **Adult Internet Card**

Any adult with photo identification is eligible for this card, which offers use of computers in the library.

### **Juvenile Internet Card**

Minors under the age of 18 must have approval of their legal guardian in the library at the time the card is issued; adults must have an Adult Card of any type before their child can have a card. The Adult Responsible Party is the only person authorized to make changes to Juvenile accounts.

### **Adult Non-Resident Card**

Adults who do not live in Salt Lake County are eligible for this card after paying a \$95 annual fee. Photo identification and proof of current address is required.

### **Juvenile Non-Resident Card**

Minors under the age of 18 years must have approval of their legal guardian in the library at the time the card is issued. Adults are responsible for all charges to their account and their child's account; adults must have a Non-Resident Card before their

child can have a card. The Adult Responsible Party is the only person authorized to make changes to Juvenile accounts. Eligible minors must pay a \$95 annual fee.

### **Friends of the Murray Library Card**

Any adult resident of Salt Lake County is eligible for this card after paying \$25 and offering 5 hours of volunteer service with the Friends of the Murray Library. This card is renewed annually.

### **Organization Card**

Murray City businesses, non-profits, and educational organizations are eligible for this card upon approval through an application process.

### **Homebound Card**

Homebound Murray City residents are eligible for this card upon approval through an application process.

### **Adult with Responsible Party**

An adult resident of Salt Lake County who requires a caretaker is eligible for this card, which attaches another responsible adult to the account upon approval through an application process.

A valid library card or photo identification which confirms the account must be presented at checkout. Lost or stolen cards and changes in residence, email address, or telephone number should be reported as soon as possible to ensure prompt and accurate notification. While every effort is made to notify patrons of overdue, lost, or missing items, patrons are responsible for the return of items, regardless of notification by the library.

## **LOAN POLICIES**

Books, CD Books, Audio Books, **Read-Along Books**, and Music checkout for 28 Days. 20 CD Books, 20 Audio Books, and 20 CD Music Discs at a time. **3 Read-Along Books at a time.**

Movies, Tablets, Hotspots, and Telescopes checkout for 7 Days. 20 Movies, 1 Tablet, 1 Hotspot, and 1 Telescope at a time.

## **Fines**

Book, CD Book, Audio Books, and Music overdue fines are \$.15 per day.

Movie and Tablet overdue fines are \$.50 per day.

Hotspot overdue fines are \$1.00 per day.

Telescope fines are \$1.00 per day.

Library materials may be renewed twice if the account, or any account for which the patron is responsible, is in good standing and no holds are pending. Telescopes do not renew. Patrons may have 75 items checked out at a time. New patrons will have a one-month probationary period in which they may have 10 items checked out. **The maximum fine is \$5.00 per item. Borrowing privileges are suspended when fines exceed ten dollars (\$10.00).**

Other costs may include \$1.00 to replace a library card and paying the list price to replace a lost item.

Approved by Library Board of Trustees on June 21, 2023