



MURRAY CITY LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

May 15, 2024

05:30 PM

166 E 5300 S Murray, UT

CALL MEETING TO ORDER

Present: Ali Lyddall, Sage Fitch, Dustin Lewis, Kirsten Woodbury, Wini DeMann, Jessica Miller

Excused: Joelle Rasmussen

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 5:30 p.m.

APPROVAL OF MINUTES

The minutes for the April 2024 meeting were approved, as written, on a motion made by Vice Chairman Lewis. This was seconded by Sage Fitch and voting was unanimous in favor.

CITIZEN COMMENT(S)

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. 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. 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.

None

REPORT(S)

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

1. Financial Report, Kim Fong

Agenda Attachments

1. [boardbudgetreportmay2024.pdf](#)

1) Financial Report: 83% of the year has lapsed and everything is on budget. Vice Chairman Lewis asked if there are still some grants to be received and the answer was no. Chairman Lyddall asked about the Grants Supplies budget line. Director Fong answered that the grant for that was to put free period products in the remodeled bathroom. Since the remodel is not happening as planned, that grant money will not be received. A motion to receive and file the financial report was made by Kirsten Woodbury. This was seconded by Vice Chairman Lewis and voting was unanimous in favor.

2) Director's Report: Director Fong shared a handout that displays the general demographics of

Murray (population, households, children, seniors, active card users, etc) as separated by the census tracts of the area. Sage Fitch asked if there is a way to compile the information in order to figure out groups to target for programs and collections. Director Fong answered that the original idea for this project was to figure out what audiences need to be reached in the community so that library staff can either form programs or send newsletters with information that might specifically interest them.

OLD BUSINESS

New Library sites--Information Item

Director Fong stated that she had a meeting with Phil Markham who is the Community and Economic Development Director. She said that his suggestion for a new library building would be to go into Murray Park. Another option would also be to renovate the Head Start building and have two branches with the current library building. Sage Fitch asked if it would be expensive to renovate the Head Start building. Director Fong responded that she could reach out to the architect who did the feasibility study last year because he went into the building to see if it could work for the Senior Recreation Center while constructing the new building. Chairman Lyddall asked how much it would cost to run two branches. Director Fong answered that all of that would have to be researched.

NEW BUSINESS ITEM(S)

Review of Room Use Policy--Action Item

1. Room Use Policy, Kim Fong

Agenda Attachments

1. [Room Use.pdf](#)

Director Fong said that the Room Use Policy had not been looked at since 2019 and could use a review. She advised that no changes have been made. Kirsten Woodbury asked if there have been any problems with closing earlier. Director Fong responded that most people are respectful of the time frame and stated that the reservation only goes until a half an hour before closing but patrons are welcome to use the room until closing time. Sage Fitch made a motion to add today's date as reviewed by the library board on the Room Use Policy. This was seconded by Jessica Miller and voting was unanimous in favor.

ANNOUNCEMENTS AND QUESTIONS

Director Fong said that the Summer Reading Program will start on June 10, 2024. Vice Chairman Lewis asked if library staff will be in the parade this year and the answer was yes. Chairman Lyddall asked about participation in the Read & Rate Program. Director Fong replied that circulation and participation increased from last year and it will continue to be a program in the coming years.

ADJOURNMENT

A motion to adjourn was made by Vice Chairman Lewis and seconded by Kirsten Woodbury. Voting was unanimous in favor. The meeting was adjourned at 6:30 p.m.

NEXT MEETING

The next scheduled meeting will be held on **Wednesday, June 19, 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 and the state noticing website at <http://pmn.utah.gov>.

83% of year lapsed					
FULL ACCT	ACCT DESCRIPTION	TYPE	CY_REVISSED_BUD	CY_REMAIN_BUD	CY_PCT_USED
23-0000-31110	Real Property Taxes	R	-2,504,413.00	-135,154.10	94.60
23-0000-31120	Personal Property Taxes	R	-100,000.00	-10,597.28	89.40
23-0000-31130	Motor Vehicle Fee-In-Lieu	R	-125,000.00	-31,075.81	75.14
23-0000-31150	Prior Year's Tax Redemptions	R	-20,000.00	1,248.51	106.24
23-0000-33100	Federal Grants	R	-1,584.00	0.00	100.00
23-0000-33200	State Grants	R	-13,395.00	-3,008.00	77.54
23-0000-34110	Copies and Printing Fees	R	-3,500.00	1,955.82	155.88
23-0000-35125	Library Fines	R	-15,000.00	1,424.22	109.49
23-0000-36100	Interest Income	R	-186,000.00	116,475.23	162.62
23-0000-36500	Miscellaneous	R	0.00	3,777.11	0.00
23-2301-41100	Regular Employees	E	831,966.00	145,592.38	82.50
23-2301-41110	Seasonal/Part Time Employees	E	170,000.00	63,163.07	62.85
23-2301-41200	Social Security	E	76,848.00	17,619.99	77.07
23-2301-41300	Group Insurance	E	147,096.00	30,180.76	79.48
23-2301-41400	Retirement	E	176,638.00	30,850.68	82.53
23-2301-41500	Worker Comp	E	670.00	-1.35	100.20
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	9,455.29	21.21
23-2301-42140	Supplies	E	15,000.00	7,198.82	52.01
23-2301-42170	Small Equipment	E	13,800.00	-1,494.21	110.83
23-2301-42180	Miscellaneous	E	30,574.00	20,729.46	32.20
23-2301-42505	Building & Grounds Maintenance	E	75,000.00	5,506.46	92.66
23-2301-42510	Equipment Maintenance	E	83,000.00	40,485.98	51.22
23-2301-42730	Credit Card Fees	E	2,000.00	443.96	77.80
23-2301-43000	Professional Services	E	60,000.00	49,793.24	17.01
23-2301-44000	Utilities	E	30,000.00	7,522.30	74.93
23-2301-44010	Internet/Telephone	E	6,500.00	4,996.84	23.13
23-2301-45920	Reserve Buildup	E	573,923.00	573,923.00	0.00
23-2302-42110	Children's Books	E	59,800.00	19,148.69	67.98
23-2302-42111	Children's Audio Visual	E	7,560.00	2,372.66	68.62
23-2302-42112	Children's Audio Books	E	10,400.00	3,467.96	66.65

23-2302-42113	Children's E-books	E	16,200.00	2,325.81	85.64
23-2302-42600	Children's Programs	E	4,000.00	1,516.11	62.10
23-2303-42110	Young Adult Books	E	14,040.00	3,961.66	71.78
23-2303-42112	Young Adult Audio Books	E	10,000.00	4,938.07	50.62
23-2303-42113	Young Adult E-books	E	19,160.00	2,909.82	84.81
23-2303-42600	Young Adult Programs	E	2,000.00	467.88	76.61
23-2304-42110	Adult Books	E	54,000.00	9,538.22	82.34
23-2304-42111	Adult Audio Visual	E	32,000.00	8,061.94	74.81
23-2304-42112	Adult Audio Books	E	10,000.00	2,887.30	71.13
23-2304-42113	Adult E-Books	E	110,760.00	10,029.54	90.94
23-2304-42114	Adult Periodicals	E	2,800.00	-3,108.62	211.02
23-2304-42600	Adult Programs	E	2,000.00	1,218.19	39.09
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	3,413.00	74.97
23-2390-49310	Admin Cost Wages	E	91,876.00	29,330.00	68.08
23-2390-49311	Admin Cost O&M	E	30,625.00	1,609.00	94.75

Room Use

The library offers meeting rooms where the community can gather to share information, discuss ideas, and present programs. The library welcomes and invites groups to use the rooms which are available without charge, by reservation regardless of the group's beliefs or affiliations. Use of library meeting rooms does not constitute endorsement by the **Murray City** Library or its Board of Trustees of the ideas or opinions expressed by the participants or sponsors.

Room Types

Study Rooms are available for use by 1 to 4 individuals.

The Board Room is available for use by 2 to 14 individuals.

The Small Meeting Room is available for use by 2 to 10 individuals.

The Large Meeting Room is available for use by 10 to 55 individuals.

Rooms are available Monday through Thursday from 9:00am until 7:30pm and Friday and Saturday from 9:00am until 4:30pm.

Requests for Reservations

Access priority is given to use by the Murray City Library and the Murray City Corporation.

All meetings in the Board Room, Small Meeting Room or Large Meeting Room must be open to the public unless closed by a public body in accordance with the Utah Open and Public Meetings Act.

The Library reserves the right to cancel or postpone previously scheduled reservations for library or city use with advance prior notice.

Individuals requesting the room must have a valid Murray City Library card in good standing. This individual is responsible for the appropriate use of the room and must be in attendance.

Individuals requesting the Board Room, Small Meeting Room or Large Meeting Room must be at least 18 years of age.

If a patron does not claim the room within 15 minutes of the reservation time, the reservation may be cancelled and the room will be made available to other patrons.

Rooms are available Monday through Thursday from 9:00am until 7:30pm and Friday and Saturday from 9:00am until 4:30pm.

Reservations for the Board Room, Small Meeting Room or Large Meeting Room may be requested 90 days in advance of the scheduled date. Permission may be granted to established Murray civic organizations to annually schedule reservations for the Large Meeting Room for monthly meetings for the period of their membership year.

Online reservation requests are encouraged. Requests may also be made in person or by phone at 801 264-2580.

Online acceptance of terms and conditions is considered a valid agreement.

Terms and Conditions

Damage to library property as the result of room misuse will be charged to the individual who reserved the room.

Room use cannot interfere with library services. The library reserves the right to enforce fire codes and its Code of Conduct.

Due to limited parking, Large Meeting Room meeting participants are restricted to the 28 parking spaces along the east side of the lot.

Only commercially prepared food is allowed in the Large Meeting Room. The Salt Lake County Health Department prohibits the serving of homemade food or drink.

Nothing can be affixed to library property. Signage is available to indicate the location, time, and a brief description of Large Meeting Room events.

Set up and clean up, including returning furniture to its original location, is the responsibility of the reserving group.

The library is not responsible for any meeting participant's property or personal belongings.

All rooms must be vacated no later than 30 minutes before library closing hours.

Activities involving firearms, live ammunition, or hazardous substances are not permitted. This does not apply to the legal possession of firearms.

Groups are responsible for complying with the Americans with Disabilities Act and for providing requested accommodations.

Failure to follow these terms and conditions may result in loss of room use privileges.

Appeal of staff decisions may be referred to the Library Director first and finally to the Library Board.

Meetings held for commercial purposes are prohibited, including sales, marketing, or solicitation of names for future sales and business referrals.

Commercial institutions may utilize the rooms for non-profit purposes. No admission fees may be solicited or collected and the sale of products or services is not permitted.

Adopted by the Murray Library Board of Trustees November 20, 2019.