



MURRAY CITY LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

May 21, 2025

05:30 PM

166 E 5300 S Murray, UT

CALL MEETING TO ORDER

Present: Ali Lyddall, Sage Fitch, Dustin Lewis, Kirsten Woodbury, Joelle Rasmussen, Jessica Miller

Excused: Wini DeMann

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

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

APPROVAL OF MINUTES

The minutes for the meeting were approved, as written, on a motion made by Ali Lyddall. 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. [boardbudgetreportmay2025.pdf](#)

1) Financial Report: 83% of the year has lapsed. Director Fong stated that everything is looking good. The small equipment budget is a little over, but there are funds to cover that. Director Fong wants to see how much is spent on small equipment this year before moving funds. 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 timeline of her tenure at Murray City Library, highlighting the changes introduced, and the various programs implemented during her leadership.

OLD BUSINESS

None

NEW BUSINESS ITEM(S)

Action Item--Review Unattended Children Policy

Action Item--Staff Day Closure June 9, 2025

1. Unattended Children Policy, Kim Fong

Agenda Attachments

1. [unattended children.pdf](#)

Unattended Children Policy: Director Fong noted a minor revision to the unattended children policy, adding that staff are available to assist children with library-related activities. This applies to children under the age of 18. A motion to approve this policy change was made by Sage Fitch. This was seconded by Kirsten Woodbury and voting was unanimous in favor.

Staff Day Closure: Director Fong stated that Julia Pehrson will be sworn in as Director on June 9, 2025, right after the library closes at noon. The staff will then have training on new software. The staff will also have team-building activities as well as a goodbye party for Director Fong. A motion to approve early closure was made by Joelle Rasmussen. This was seconded by Kirsten Woodbury and voting was unanimous in favor.

ANNOUNCEMENTS AND QUESTIONS

Director Fong's retirement party will be Friday, June 13, 2025, from 2:30–4:30 pm.

ADJOURNMENT

A motion to adjourn was made by Kirsten Woodbury and seconded by Sage Fitch. Voting was unanimous in favor. The meeting was adjourned at 6:00 p.m.

NEXT MEETING

The next scheduled meeting will be held on **Wednesday, June 18, 2025, 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_REVISED_BUD	CY_REMAIN_BUD	CY_PCT_USED
23-0000-31110	Real Property Taxes	R	-2,576,960.00	-158,058.68	93.87
23-0000-31120	Personal Property Taxes	R	-100,000.00	-15,118.28	84.88
23-0000-31130	Motor Vehicle Fee-In-Lieu	R	-125,000.00	-34,716.62	72.23
23-0000-31150	Prior Year's Tax Redemptions	R	-35,000.00	-7,277.45	79.21
23-0000-33200	State Grants	R	-15,500.00	-609.00	96.07
23-0000-34110	Copies and Printing Fees	R	-3,500.00	2,133.67	160.96
23-0000-35125	Library Fines	R	-15,000.00	2,474.01	116.49
23-0000-36100	Interest Income	R	-265,000.00	7,745.69	102.92
23-0000-36500	Miscellaneous	R	0.00	3,425.14	0.00
23-0000-39400	Use of Reserves	R	-98,296.00	-98,296.00	0.00
23-2301-41100	Regular Employees	E	959,194.00	174,861.85	81.77
23-2301-41110	Seasonal/Part Time Employees	E	150,000.00	53,874.17	64.08
23-2301-41200	Social Security	E	85,054.00	19,479.39	77.10
23-2301-41300	Group Insurance	E	176,672.00	44,491.30	74.82
23-2301-41400	Retirement	E	193,286.00	35,273.95	81.75
23-2301-41500	Worker Comp	E	1,164.00	766.05	34.19
23-2301-42030	Tuition Reimbursement	E	2,500.00	2,500.00	0.00
23-2301-42040	Service Awards	E	500.00	400.00	20.00
23-2301-42125	Travel & Learning	E	12,000.00	5,379.31	55.17
23-2301-42140	Supplies	E	15,000.00	7,148.40	52.34
23-2301-42170	Small Equipment	E	14,000.00	-1,882.17	113.44
23-2301-42180	Miscellaneous	E	29,000.00	6,657.10	77.04
23-2301-42505	Building & Grounds Maintenance	E	90,000.00	21,982.64	75.57
23-2301-42510	Equipment Maintenance	E	83,000.00	21,539.98	74.05
23-2301-42730	Credit Card Fees	E	2,000.00	181.59	90.92
23-2301-43000	Professional Services	E	30,000.00	18,548.86	38.17
23-2301-44000	Utilities	E	30,000.00	8,187.06	72.71
23-2301-44010	Internet/Telephone	E	4,000.00	2,430.86	39.23
23-2301-45920	Reserve Buildup	E	627,900.00	627,900.00	0.00
23-2302-42110	Children's Books	E	59,800.00	18,168.78	69.62
23-2302-42111	Children's Audio Visual	E	6,060.00	2,186.96	63.91
23-2302-42112	Children's Audio Books	E	12,400.00	4,777.05	61.48

23-2302-42113	Children's E-books	E	16,200.00	2,833.74	82.51
23-2302-42600	Children's Programs	E	4,000.00	1,049.80	73.76
23-2303-42110	Young Adult Books	E	11,040.00	3,122.25	71.72
23-2303-42112	Young Adult Audio Books	E	4,500.00	1,432.00	68.18
23-2303-42113	Young Adult E-books	E	23,660.00	7,589.64	67.92
23-2303-42600	Young Adult Programs	E	2,000.00	474.50	76.28
23-2304-42110	Adult Books	E	56,000.00	9,932.07	82.26
23-2304-42111	Adult Audio Visual	E	27,500.00	13,951.63	49.27
23-2304-42112	Adult Audio Books	E	10,000.00	2,232.97	77.67
23-2304-42113	Adult E-Books	E	119,260.00	20,059.99	83.18
23-2304-42114	Adult Periodicals	E	3,300.00	617.54	81.29
23-2304-42600	Adult Programs	E	2,000.00	459.06	77.05
23-2363-42140	Supplies	E	5,000.00	5,000.00	0.00
23-2370-47200	Buildings	E	218,296.00	207,241.89	5.06
23-2390-49000	Risk Assessment	E	15,539.00	2,589.00	83.34
23-2390-49310	Admin Cost Wages	E	99,323.00	12,225.00	87.69
23-2390-49311	Admin Cost O&M	E	33,108.00	-5,040.00	115.22

Murray Library welcomes and encourages children to visit the Library, use Library resources and services and attend Library programs. Staff members are available to help and support children **in library-related activities**; however, the Library is not able to provide childcare or be responsible for unattended children.

Unattended children are children of any age who are apparently unaccompanied by a parent, guardian, or responsible caregiver. Children who are unable or unwilling to care for themselves may not be left alone in the Library and must have adequate supervision while in the Library. The Library is not responsible if children leave Library property unattended.

Parents/guardians are responsible for the safety, behavior, and supervision of children at all times while in the Library and on Library property, whether the parent/guardian is in the Library or not. Children are expected to respect Library property and adhere to the Library Code of Conduct. Disruptive children, attended or unattended, may be asked to leave the Library after one warning.

Library staff will attempt to contact a parent/guardian if an unattended child's behavior is disruptive, the child is in a potentially harmful situation, or the child is left alone at closing time. If parents/guardians are not available or are unresponsive, the police will be contacted. Children who refuse or are unable to give contact information for a parent/guardian will not be allowed in the Library until the Director has talked to their parent/guardian.

Adopted by the Murray Library Board of Trustees April 15, 2020