

Ephraim Public Library Board

Minutes for Board Meeting held at the Ephraim Public Library

30 South Main, Ephraim, Utah

Tuesday, December 19, 2023, at 5:30 pm

1. Call to order, Roll Call, Review/Vote to approve minutes from the last meeting
 - a. Dana Bagnall, Michael Thompson (new library director), Sean Lewis (city manager), Lloyd Stevens, Marissa May, Audrey Thompson, Jenny Harris, Mat Barreiro.
 - b. Previous meeting's minutes: Small correction from the Public Input section from "report bring" to "report/bring" Public Input to future meetings.
2. Public Input
 - a. A community member has pointed out that Dana does not have an email listed and library bylaws need to be added to the website. Dana will follow up on getting those corrected/added to the Ephraim City website.
 - b. Other Public Input was relayed throughout the meeting as relevant topics were discussed.
3. Mid-December & Jan 2-6, 2024: Public Library Hours Change
 - a. Staff update: Michael Thompson has been hired as the new full-time Ephraim City Library Director and will begin in January 2024. Manager Sean Lewis relayed the events leading to various staff changes, including the resignation of former Ephraim Library City Library Director Jennifer Harward and three library employees. Sean Lewis discussed the hiring of Michael Thompson and disclosed his personal relationship with him. Public input included concerns about this connection and potential salary differential between Directors. Sean stated that an Ephraim Library staff meeting took place on December 7, 2023, where concerns about bookkeeping inconsistencies (~\$10) and workplace culture arose. Dana pointed out the need for written financial policies and procedures for staff to follow to ensure proper financial controls are in place. At the Library staff meeting, Sean emphasized the need for accurate accounting and better workplace culture. The following day, December 8, 2023, three library employees resigned, which was also Jennifer Harward's last day as Ephraim City Library Director. Sean indicated that replacement part-time positions (Assistant Library Director and Library Clerks) were posted but applications have been scarce. Discussion about the verbiage of the job postings regarding "part-time" hours ensued. Sean said he would speak with the Ephraim City Recorder, Candice Maudsley, about changing the language of the posting regarding time requirements. The Library Board expressed approval for the appreciative letter posted by the City about the Library and its patrons.
 - b. Evening coverage: Due to resultant staff shortages, it became necessary to shorten library hours to evening hours only. Sean expects regular daytime hours to continue when Michael moves here full-time in mid-January.
 - c. Request Daytime Volunteer Shift Coverage: Dana asked the board if they had any availability to cover daytime shifts at the library. Board members present

suggested they did not but would spread the word about the current available positions. Sean indicated that hiring for assistant clerks will not take place until January 2024 when Michael takes over full-time.

4. Michael Thompson introduction: Michael comes from Weber State and has a master's degree in library science from San Jose State. As Library Director, he wants the library to grow to meet the needs of the city while maintaining relevancy. Services and programming should reflect the needs and standards of the citizens. He discussed potential partnerships with Snow College and local businesses like BenGamin Games. Sean asked what Ephraim City could do to support the Library and Library Board. Mat said the Board has been updating the Library Code of Conduct and wants to align with Ephraim City, particularly in matters related to firearms (she has asked the city three times for their policy, to no avail). Sean is unsure if there is a specific firearm policy in place but will look into it. Audrey indicated the need for broader communications from the City; Sean said Ephraim City might be using a newer system going forward to notify residents of information and changes.
5. Next Ephraim City Library Board meeting is scheduled for Tuesday, January 16, 2024.
6. Audrey moved to adjourn the meeting, Jenny seconded.
7. Action Items:
 - a. Sean will send a recording of the meeting of library staff to the library board.
 - b. Sean will adjust the job postings for the library clerks and assistant library director to be clearer on the shift hours.
 - c. Sean will look into the Ephraim City firearms policy and relay it to the Library Board.
 - d. Dana will follow up on getting her email and Library bylaws corrected/added to the Ephraim City website.

Note: The Board may vote to discuss certain matters in Closed Session pursuant to Utah Code annotated 52-4-5. This facility is wheelchair accessible, and handicapped parking is available. Requests for accommodations and interpretive services must be made three (3) working days prior to the meeting. Please contact the library at 283-4544 for information or assistance.

From time to time, matters are discussed that do not appear on the posted agenda. Items that require/request action taken will appear in the Action Items section of each posted agenda. Submitted Action Items for the agenda must be submitted to the Library Board Secretary by the Friday prior to the meeting and should be accompanied by any and all supporting written documentation. Without such documentation, the Board reserves the right to postpone the hearing of any item such documentation has been submitted.

CERTIFICATION OF POSTING

The undersigned, duly appointed Library Board Secretary, does hereby certify that the above notice and minutes were posted this 19th day of December 2023.

Dana Bagnall, Library Board Chairperson