



MURRAY
LIBRARY

Board of Trustees Regular Session Wednesday, October 28, 2015

Present: Traci Black, Patricia Griffiths, Valerie Harsh, Gamal Herbon, Lois Holt, Pepper Pehrson

Excused: Holly Hult

Others: Kim Fong; Library Director, Traci Sutherland; Library Staff, Diane Turner; Murray City Council

1. *Call to Order: President Black called the meeting to order at 6:30 p.m.*

2. *Approval of Minutes*

2.1 August 2015

The minutes of the August 2015 meeting were approved on a motion made by Gamal Herbon, seconded by Pepper Pehrson. Voting was unanimous in favor.

3. *Public Comment*

There were no members of the public attending the meeting.

4. *Financial Report*

Director Fong told Board members that Finance reports would now be received in a new format. Revenue and expense reports

will now be in one sheet, rather than two separate reports. Patricia Griffiths suggested that it would be helpful for Board members if there were an explanation of accounts provided, especially with these new reports.

The finances of the Friends of the Library were discussed. Pat Griffiths suggested that the Board be updated on the status of the Friends accounts.

The financial reports were received and filed on a motion made by Lois Holt, seconded by Gamal Herbon. Voting was unanimous in favor.

5. Director's Report

Director Fong also reported on a new tactic in dealing with misbehaving students. When a student is asked to leave the Library because of behavior, Director Fong contacts their parents to speak with them about their child's behavior while in the Library.

Parents continue to drop their children off and/or pick them up in the Library parking lot, rather than using the pull-through in the school parking lot. The principal told Director Fong that a fence between the school and the Library should be installed soon. Currently, there is a small hill between the school and the Library which students have been walking down and in doing so, dislodge all the rocks placed there. The rocks then end up in the Library parking lot. Hopefully when the fence is in place, they won't be able to do this.

A resident survey will be sent out to Murray residents with their power bills. There are several questions about the Library on the survey. Pepper Pehrson asked what Director Fong was hoping to accomplish with the survey. Director Fong said she'd like to find out how many Murray residents are Library users. Residents will have until January 6 to return surveys in pre-paid envelopes.

Director Fong reported on the TLC-U conference that she recently attended. TLC (The Library Company) is the company that provides our library software. Julia Pehrson, the staff member in charge of cataloging also attended the conference. Director Fong said she hoped to take what they had learned at the conference to better train staff on maximizing the use of the software. Lois Holt asked how this would benefit patrons. Director Fong said it will better help staff members to show patrons how to use the catalogs for more effective searching.

Director Fong also reported on an online class she has been taking about creating a "reader friendly" library.

Patricia Griffiths reported that a patron contacted her and said he was disappointed because he had come in and asked for help with his Kindle. He said he was told to make an appointment and come back later. Director Fong said she would look in to this incident.

6. Board Report

President Black reported on the Friends of the Library-sponsored remodel of the Library lobby. She said that the Friends Board has been looking for ways to increase awareness of the organization and to recruit new members. Board members discussed how to recruit and sustain membership.

President Black reported that the City Council seat in District One is up for election. She contacted both the incumbent, Councilman Dave Nicponski, and his challenger, Tiffany Doncouse to ask them about their views on the Library. Councilman Nicponski did not respond. President Black shared

the email she received from Ms. Doncouse. She said that she was a Library supporter.

Patricia Griffiths expressed disappointment about learning that the refrigerator and kitchen area had been removed from the auditorium at the Murray Women's Civic Guild October 1st meeting, and expressed concern about the Board being circumvented in this decision, especially since this change altered the functionality of that room. Director Fong responded that she made that decision based upon a survey of patrons who use the auditorium. Patricia Griffiths asked for clarification of Board duties and responsibilities.

The Board has been discussing asking the City Council for a tax increase. Director Fong provided Board members with a list of items that the money would be used for. Pat Griffiths asked Director Fong for clarification regarding her comments at the July meeting regarding funds coming partially from the materials budget and the capital improvement funds to cover employee raises and asked for more specific information. She inquired if money from these line items would be encumbered in the next fiscal year to cover this expense. She opined that there is a need for more transparency and active involvement of the Board in the budgetary process, inasmuch as Board members have never had the opportunity to review the employee raises and their impact on the budget. She also requested more detailed information regarding compensation of all employees. Director Fong replied that Justin Zollinger, Murray City Finance Director, advised moving funds from these line items to cover deficits in the compensation-related line items resulting from the increases. Patricia Griffiths noted that some of the money would be used to cover employee raises. She said that Board members had never had the opportunity to review the employee raises. Director Fong said that it was a decision made by the Mayor to offer raises to all City employees. Board members discussed Library employee

pay in relation to other libraries. In the event that the City Council approves the tax increase, the money would be available to the Library beginning in July 2016. Murray City Finance Director Justin Zollinger is supportive of the tax increase and has expressed that support to the City Council. Councilwoman Turner also expressed her support of the increase.

7. Old Business

7.1 City Council Representative.

In the past, the Library Board has had a City Council member who served as an ex-officio member of the Board. This member did not have a vote on the Library Board, but served as a liaison between the Library Board and the City Council. A few years ago, City Council members questioned the value of a council member serving on the Board without a vote. The City Code was changed and the position was removed from the Board.

Board members discussed whether it would be beneficial to re-instate this position. Councilwoman Turner shared her feelings and the City Council's feelings about this matter.

8. New Business

8.1 Holiday Hours

Director Fong said that the Library has always tried to keep the same holiday hours as City Hall. This year, City Hall will be closing early on Christmas Eve and New Year's Eve. She asked the Board members for approval to close early on those days. Patricia Griffiths made a motion to allow the Library to close at 2:00 p.m.

on Christmas Eve and 4:00 p.m. on New Year's Eve. Seconded by Gamal Herbon. Voting was unanimous in favor.

8.2 January Meeting Change

Director Fong asked the Board if they would consider changing the date of the January meeting as she will out of town on the 3rd Wednesday in January. Lois Holt made a motion to reschedule the meeting for Wednesday, January 13, seconded by Valerie Harsh. Voting was unanimous in favor. Gamal Herbon left the meeting after this vote at 7:10 p.m.

9. Adjournment

Lois Holt made a motion to adjourn, seconded by Valerie Harsh. The meeting was adjourned at 8:10 p.m.