



WASATCH COUNTY LIBRARY

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WASATCHLIBRARY.ORG

Wasatch County Library Library Board Meeting Minutes Friday, October 9, 2020

Electronic meeting held via Zoom. Anchor location was the Computer Lab, Wasatch County Library.

In attendance electronically:

Mitzi Nelson—President
Cristina Spicer—President Elect
Juan Lee—Library Director
Danny Goode—Wasatch County Council Representative
Heather Epperson—Member

Excused: Nancy Coleman—Secretary

1. Call to Order & Welcome: Mitzi calls to order at 12:02 pm. Roll Call.

2. Call for Agenda Items for Next Meeting:

Approval of the September 11, 2020 minutes;
Update regarding the updated Strategic Plan project (Juan Lee and Cristina Spicer);
Update regarding the Friends of the Library project (Heather Epperson)
Update re: the Library's policy for reconsideration of materials

3. Approval of Minutes: Library Board Meeting Date – September 11, 2020

Motion to approve the Board Meeting Minutes from the September 11, 2020 Board meeting was moved to the November 13, 2020 Board meeting.

4. Consent Agenda Items

A. Library Director's Report

Mr. Lee attended a library directors' panel – many on the panel discussed their efforts going through remodeling of their existing facilities or building a new facility. Salt Lake County has remodeled all of their branches, Roosevelt will be building a new facility (Duchesne County); and Eagle Mountain is adding space for programming. The directors discussed the idea of “flexible spaces” and “flexible furniture” (i.e., furniture that can be moved easily) – so going away from the idea of library as a warehouse of books, rather a multi-purpose space, including a space for meeting, or serving as a study room or other multi-purpose room. For Wasatch County Library, we continue our work and discussions on further defining our policy for our multi-purpose room. We discussed how people come to our library for content and whether we want our library to be the kitchen or living room so to speak of our community. Juan reiterated that we are keeping this need and/or want in mind for our strategic planning.

The Board had a short discussion about what we used to do with our library (being able to share it more broadly with various groups but because of the liability insurance, we had to cut down on some of that). We hope to discuss the meeting room policy in the near future and see how it aligns

with other community groups, like the Senior Center or the Police Department. Juan will reach out to the Police Department to learn more about how they do it.

We also had a short discussion about equity, diversity and inclusion for library services. Juan would like a broader discussion with staff and drafting a statement about how the Library feels about racism and would also like to continue improving our communications with the staff. The Board discussed inviting board members to a staff meeting in the future.

B. Report of Year-to-date Revenues & Expenditures

Mr. Lee opened the discussion on the revenues and expenditures report and mentioned that we will start to receive tax collections mid-November for our county. 75% of the year has lapsed. The following were part of this discussion:

- The Library's purchases have been down.
- PPE expenditures are not a concern at this time. Wasatch County has provided some resources (like disposable gloves and masks) and the Library has ordered some as well. Juan will consider the sanitizing machine (known as the fogger) for disinfecting larger surfaces quicker.
- The Library received 500 reusable masks from the Health Department.
- We haven't spent much on digital materials and other physical materials.
- Money that is not spent (like training and travel) will be adjusted down with a focus on other items that may need expenditures.
- We discussed some grants such as the PPE grant from the Heber Valley Tourism Department (Juan was encouraged to contact the Heber Valley Tourism Department to get grants for PPE if available). We also discussed the grant for the Wi-Fi antenna for the parking lot to help provide internet for the broader community.
- We also discussed the opportunity to apply for other funds such as the UEN to purchase hotspots to have available at the Library for our patrons. Juan is working through this one as there are some maintenance issues related to the hotspots (in addition to the initial expense for the acquisition of the hotspots). So far, however, the Library purchased ten (10) hotspots (the order has been placed but the hotspots have not yet been received) with money from the reimbursement grant. Juan is working on drafting a policy with best practices for making this resource available to our community (including requirements such as age).

5. Business

A. DISCUSSION: Update on library re-opening

Mr. Lee provided the update on the re-opening of the Library which occurred on September 28th, 2020. The Library has been receiving patrons, at a flow typical for a library (busy at times, slow at times). The Library is following procedures to clean high use areas before and after use (excluding the materials on the shelf however, which follow a three-day quarantine process). Cleaning takes time but the team is trying very hard – the team is planning to keep going as long as it is safe for the staff and patrons.

Juan is seeking guidance from the Health Officer to better understand and plan for the possibility that a staff member may test positive for Covid-19 as the team is small.

B. DISCUSSION: 2021 Budget

We don't have final numbers for review or discussion at this time. Juan has had some conversations with the County IT Department as he is concerned that our IT costs are high (representing more than 20% of the total budget) and would like these costs to be lower and have more money allocated to salaries. Danny Goode had a conversation as well with the Auditor's office – despite the many uncertainties our community faces, the 2021 budget is expected to be about the same.

Juan submitted a letter of intent for a grant (which pre-screens applicants) for some of the equipment in connection with our cell service (requested approx. \$35,000). Juan sent a subsequent letter to give more information about our idea (expanding cell service) and is waiting to hear back about the grant.

We all discussed the need for help with our operational costs (wages and salaries).

We also discussed potentially switching the Board meeting times: Juan will send out a request for feedback on better times for the Board meeting and also for the Christmas dinner.

Quick discussion about staffing needs:

We briefly discussed where we are with regard to open positions, trying to understand the future budget allocations for the cost of living index (COLA will be 2% not 3%).

The Library posted the position of a children's librarian as well as two additional part-time positions. These positions are estimated to result in a budget increase (of approximately \$50,000).

Juan expressed concern about the ability to fund the assistant director position and also hope that maybe we can get some relief from the IT expenditures to shift some of the funds here and allow for the positions to be filled as intended.

The preliminary budget does not reflect some of the expected growth.

Juan is meeting with the County Manager and Auditor and hopes to have a copy of the updated budget to be shared with the Board at the next meeting. Danny asked if we could stop spending money on new materials and shifting that cost towards the staff salaries. Juan shared that based on his experience, the Library's current ratings (for turnover rates for example, which is in the top 30% in the State) and best practices for other successful libraries as well as past reductions, it is generally not ideal to eliminate new materials as those costs when expended on the right materials can actually help a library. Our staff has done a great job selecting the right materials, which is a source of pride for the Library. Juan also shared that we did reduce the number for collections in 2020. Juan anticipates the programming to continue to be limited for the near future. We hope for some future budget adjustments that can help benefit staff and the library's ability to do more for our community.

We briefly discussed the makeup of the Board and everybody expressed enthusiasm and gratitude that the Board had great members with different backgrounds but a common goal (the Library) and excellent working relationships within the Board.

The Board has an active interest in attending future county meetings and supporting Juan.

Motion to adjourn Danny Goode. Seconded by Cristina Spicer. Motion passed unanimously. Meeting adjourned at 1:59 pm.

Next meeting: November 13, 2020 at 12:00 PM.