Emery County Library Board
Minutes for Meeting on October 7, 2020 at 9:00 am
Box Room, Emery County Administration Building, 75 E Main ST, Castle Dale, UT 84513

01. Welcome
    Carolyn Carrasco called the meeting to order at 9:08 am and welcomed those present: Bill Dellos, Deanna Hansen, Justin Queen, Commissioner Gil Conover, Desirée Malley, and Jeff Guymon

02. Public Comment
    No public comment was made.

03. Discuss/Approve/Deny minutes from July meeting
    Bill Dellos moved to approve the minutes as presented. Comm. Conover seconded the motion. Motion passed.

04. Ratification of the applications for the KUED Reading Marathon Mini-Grant by Castle Dale Library, Green River Library, Huntington Library, and Orangeville Library
    Desirée Malley presented the applications submitted by Castle Dale Library, Green River Library, Huntington Library, and Orangeville Library and answered questions about the applications. Bill Dellose moved to ratify the applications. GDeanna Hansen seconded the motion. Motion passes.

05. Acceptance of the Hot to Trot(spot) Program reimbursement funds for purchase hotspot devices with one year of service and cases with a total project cost not to exceed $64,252.90
    Desirée Malley presented the information regarding the Hot to Trot(spot) Program through the Utah State Library and Utah Education Network to purchase hot spots to make available to our patrons and answered questions. Deanna Hansen moved to accept the Hot to Trot(spoit) program reimbursement funds for purchase of hotspot devices with one year of service and cases with a total project cost not to exceed $64,252.90. Bill Dellos seconded the motion. Motion passed.

06. Maintenance Report
    Carolyn Carrasco stated that the yards at Huntington Library and Orangeville Library are looking good. Desirée Malley stated the bushes at Castle Dale Library have been removed. Carolyn Carrasco states that Joe is doing a wonderful job on the lawn maintenance. Desirée Malley states Joe is doing well and whittling down the maintenance list and commends Joe for his job. Justin Queen states the landscaping needs to be addressed in Green River, and Desirée Malley states that the landscaping should be addressed with the Rural Coworking and Innovative Centers project in the spring.

07. Information Systems Report (Jeff Guymon)
    Jeff Guymon stated that two additional libraries have had cameras installed (Huntington Library and Emery Library). Jeff Guymon stated that cameras have been purchased for the remaining four libraries but have not been installed. Jeff Guymon stated that the Chromebooks have been rotated into each library and cabinets mounted (except Cleveland Library, where the cabinet is sitting on a counter).Carolyn Carrasco stated she appreciates the cameras being installed to help protect the library staff. Jeff Guymon states that the cameras are a tool to help diffuse situations. Jeff Guymon stated the Green River Library has the equipment they need to run the DMV and other services and stated he believes offering these services through the library will promote the library as well as

support the community of Green River. Jeff Guymon stated that we are still working with the school district, and the hot spots will be a nice addition to help continue to build a stronger relationship with the Emery County School District and their IT Department. Desirée Malley states that we are working to build a partnership with the Emery County School District, and the recent initiatives such as the ASSET Program and Hot to Trot(spot) Program are helping us reach that goal. Bill Dellos thanks Jeff Guymon for all he does for the libraries. Jeff Guymon is excused from the meeting.

08. Commissioner Report

Comm. Conover reported the iHubs Project. Comm. Conover stated that we have complete signed drawings for the work. Comm. Conover stated that, when we put out for bids, we did not receive any bids. Comm. Conover states that he and Desirée Malley contacted and met with Lewis Stilson and he verbally agreed to complete the work on both locations by the end of March 2021, with a projected start date of February 2021. Comm Conover stated that we have not reached a formal agreement, but we are confident we have found a contractor and work will begin in 2021.Desirée Malley stated that once we have a bid from Stilson, she will reach out to see if we can get an extension on the May 1, 2021 deadline. Comm. Conover and Desirée Malley answered questions regarding the project and plans moving forward.

09. Board Reports

a. *Justin Queen reported on Green River Library*. He stated that Green River Library is doing in person story time on Tuesdays at 3:30 pm. He stated the timing is perfect to fit with the afterschool program. He stated the DMV and other services are now in the library, and he states it looks interesting with the desk in the corner. He states that the services are much appreciated by the Green River community. He states that once the remodel happens, everything will be more integrated and look a lot better. Desirée Malley stated the reason for the current set up is because Jeff Guymon determined that placing a desk in the corner will allow for uninterrupted service during the remodel while not requiring rewiring multiple times over the next year. Desirée Malley answered questions regarding offering DMV and other services in the libraries. Comm. Conover commended the Green River staff for thinking outside of the box and requesting to offer these services in the library. Desirée Malley stated that the State of Utah commended Emery County being innovative and putting the DMV inside a library.
b. *Deanna Hansen reported on Elmo Library and Cleveland Library.* She stated that the librarians feel like their yards are looking good. She stated that Elmo had an incident where the back step was broken by vandals, and Joe was there within the week to fix the step. She commended the libraries for the new arrangements and setups, including display shelving and reading areas. She stated that the libraries feel comfy and inviting. She stated Cleveland Library's only concern was getting their box hung because it is taking up space they need. She stated that story time, especially in Elmo, is a big deal. She stated that Elmo Library is working with homeschooling families to offer a special story time for these children. She commended Bonnie for all of her hard work and her unofficial book club for the men of Elmo.She stated that she loves that
c. *Bill Dellos reported on Castle Dale Library.* He stated that he has not been inside the library recently and renewed his insistence that the carpet needs replaced. He asks about removing the sign at the library, and Desirée Malley answers, providing information about replacing the signs at the libraries as funds are available.
d. *Mary Ann Wright reported on Emery Library and Ferron Library.* Desirée Malley read Mary Ann's report for the board. Emery Library is doing packets instead of an in-person story time. Youth

sewing classes have been suspended, but adult sewing classes continue. A safety issue occurred and requesting training for all library staff on safety. Renew request to have Emery County Sheriff's Office review layout for each library and offer training to all staff. Chromebooks are not being used in Emery. Emery Library patron comment on frustration that the library is closed on Fridays. Ferron Library feels the school appreciates the library and feel that the library is an important part of the Ferron community. Ferron Library has done a great job of clearing the interior to be able to see the space and addressing safety concerns.The outside of Ferron library looks better this year with the bushes gone; however, the trench on the side of the library still needs filled. The draining and the front right corner might be the issue.

e. *Carolyn Carrasco reported on Orangeville Library and Huntington Library.* She reported that Huntington Library is well decorated and has a wonderful open look. She reported that there was an incident with a child being injured by colliding with a sibling. She reports that the story time is going well, and the book club is starting again. She reported that the Chromebooks are being used, with three in use at most times. She reported that there are a lot of homeschooled children coming into the Huntington Library. She reported that the Orangeville Library is only using one Chromebook right now. Discussion is held on how to promote the use of the Chromebooks. Carolyn Carrasco reported the Orangeville Library had an incident with an adult wanting to check out a Chromebook that Melodie handled well. Carolyn Carrasco reported that Orangeville Library was well used during the Bouldering Festival. She reported that the adult visits at Orangeville Library are down, which is common for this time of year. She reported that they are averaging nineteen children per class.
f. The library board requested a report on where libraries are posting newsletters each month to track the advertisement of library events.

10. Director's Reports
    Desirée Malley presented the director's report. Deanna Hanser stated she needed more time to read the report. Desirée Malley apologized for the delay in getting out the director's report this time, stating the grant deadlines delayed her preparation of the director's report. Desirée Malley answered questions about grants. Justin Queen requested that the director's report be shortened in the future. No questions on the reports. Deanna Hansen moves the director's reports be accepted. Bill Dellos seconded the motion. Motion passed.

11. Discuss/Approve/Deny Emery County Library System FY2021 Budget Proposal
    Desirée Malley presented the FY2021 Budget Proposal and answered questions. Justin Queen stated he feels like he needs more time to review the budget before he can vote to approve the budget. Desirée Malley stated that all board members will be invited to participate in the budget meeting between herself, the Clerk/Auditor, and the Commission when the meeting is set. Carolyn Carrasco stated that the Emery County Library System FY2021 Budget Proposal will be tabled to allow more time to review the proposal.

12. Discuss/Approve/Deny 2021 Meeting Schedule
    Desirée Malley presented the proposed 2021 Meeting Schedule. Discussing occurred. Justin Queen moved to approve the 2021 Meeting Schedule. Deanna Hansen seconded the motion. Motion passed.

13. Discuss/Approve/Deny Emery County Library System Strategic Plan
    Desirée Malley presented information about the strategic plan. Discussion occurred. Carolyn Carrasco stated Emery County Library System Strategic Plan will be tabled for a future meeting.

14. Adjourn
    Bill Dellos moved that the meeting be adjourned at 10:58 am. Deanna Hansen seconded the motion. Motion passed.