Emery County Library Board
Minutes for Meeting on March 24, 2021 at 12:00 pm
Canyon Room, Emery County Administration Building, 75 E Main ST, Castle Dale, UT 84513

1. Welcome

   Carolyn Carrasco called the meeting to order at 12:00 pm, and welcomed those present: Bill Dellos, Deanna Hansen, Justin Queen, Gil Conover, and Tanie Worthen.

   Carolyn Carrasco stated she has a list of questions related to the iHubs and money that she wants to ask Desirée Malley and Comm. Conover and stated the board members should expect an email with those responses.

   Carolyn Carrasco stated she had asked everyone to think about the secretary position, and no one has expressed interest in the position. Carolyn Carrasco asked Justin Queen if he would be interested in being the secretary, and Justin Queen stated it might be possible.

   Carolyn Carrasco confirms all board members have received the updated list of board members with the correction to Bill Dellos' email address. Desirée Malley stated she would email a digital copy of the updated list to all board members.

2. Discuss 2022 Budget

   Desirée Malley presented the information the Library Board requested she obtain from Mary Huntington on the personnel costs to expand the hours of the Green River Library and reviewed the scenarios covered in each data set. Desirée Malley answered questions regarding the current staffing at the Green River Library and explained how changing the number of hours worked by each employee would affect the benefits that employee would be offered. Desirée Malley answered questions about the benefits provided by Emery County based on the information provided to her by Mary Huntington.

   Bill Dellos stated he did call the Governor's Office, and, though he was unable to get through to the Governor, he spoke with one of the Governor's assistants, who said they would take the DMV situation in Green River under consideration and see if they could find some money to address the situation. Comm. Conover reminded the Library Board that, since we are discussing Emery County employees, all of the Emery County policies and procedures must be followed as we contemplate any changes the Library Board would like to make, regardless of the source of the funding for the proposed changes.

   Desirée Malley presented the sheets on the library budgets for 2018, 2019, 2020, and 2021.

   Carolyn Carrasco asked Desirée Malley and Comm. Conover if the mill levy for the libraries pays the wages and benefits of the library employees, and Desirée Malley and Comm. Conover stated the mill levy for the libraries does pay for the wages and benefits of the library staff.

   Carolyn Carrasco asked if Emery County currently receives a payment from the State for operating the Department of Motor Vehicles (DMV) within the Green River Library. Comm. Conover stated he does not believe the State of Utah subsidizes the DMV, but the State does license the DMV, which is what sets up the regulations such as the location being within a county or state facility. Carolyn Carrasco stated we have a DMV in the Emery County Administration Building and asked if Emery County is subsidized by the State of Utah for having the DMV in the County building. Comm. Conover stated he does not believe Emery County receives any subsidies for housing the DMV in the Emery County Administration Building. Deanna Hansen asked if the State of Utah pays the wages of the DMV employee, and Comm. Conover stated the State of Utah does not pay the wages of the DMV employee because that person is an employee of Emery County. Deanna Hansen

asked if the State of Utah pays a subsidy to Emery County for rent on the space and wages of the DMV employee. Comm. Conover stated he does not believe the State of Utah pays anything to Emery County for those costs, but he is willing to look into this matter to find out more information. Deanna Hansen stated she always believed there was a designated line in the State of Utah's budget for the specific purpose of paying counties for offering these services.

Carolyn Carrasco addressed Tanie Worthen to explain to her the changes at the Green River Library that has resulted in the discussion the Library Board has been having.

Deanna Hansen stated the Library Board supports the Green River Library offering the DMV services to the citizens of Green River but has concerns over the additional workload created by housing the DMV in the library.

Carolyn Carrasco stated the Library Board is concerned that offering the DMV services has diminished the library staff's ability to offer programming and other vital library services.

Comm. Conover noted the Green River Library staff suggested the DMV be located in the library and initiated the conversation with the Emery County Commissioners about making this change.

Carolyn Carrasco stated Bill Dellos asked if the Green River librarian position could be made a full time position in order to provide more time for the Green River Library to be open (specifically on Fridays) as well as provide more work time for the librarian to complete library duties. Carolyn Carrasco stated the information presented by Desirée Malley from Mary Huntington is the estimated cost of making this change.

Justin Queen stated the second scenario with a significantly lower cost is also an option. Carolyn Carrasco stated she is leaning toward the second option because of the lower cost. Justin Queen stated the Green River librarian may not want to be full time, but the assistant librarian would benefit greatly from the opportunity to work more hours. Justin Queen stated there could be fringe benefits to giving the assistant librarian additional hours such as retaining the employee in the position.

Carolyn Carrasco stated the library budget is tight, and Deanna Hansen asked how the library budget was able to pay for the $2,500.00 pay increase for the Green River librarian and assistant librarian when they began offering DMV services in the Green River Library. Desirée Malley explained that Emery County pays the cost for the additional wages and benefit expenses that are a result of the increased wages as compensation for offering DMV services at the Green River Library, which resulted in no increased cost to the library budget.

Carolyn Carrasco stated that, if Emery County is being subsidized by the State of Utah for offering DMV services in Green River, then those funds could be placed in the library budget to help pay for the proposed changes. Deanna Hansen stated that, if the proposal to offer DMV services in the Green River Library had been presented to the Library Board prior the change being made, she would have suggested that the library staff's hours be increased at that time. Deanna Hansen stated she feels the money from the Emery County budget used to pay additional wages would have been better spent on increasing the hours of workers available to work in the library, even if it meant hiring an additional employee. Desirée Malley clarified that the money from the Emery County budget used to pay the additional wages and benefit expenses for the Green River librarian and assistant librarian does not pass through the library budget; instead, the Emery County Clerk/Auditor pays those portions of the employees' wages and benefits directly from the Emery County budget.

Deanna Hansen asked if the libraries are able to accept money from sources beyond the mill levy to pay for expenses such as funds in the form of grants. Comm. Conover clarifies his early statement referred to the library staff being Emery County employees who are subject to Emery County policies and procedures and did not address whether or not the libraries are able to accept outside funds. Deanna Hansen asked if the libraries could accept funds if the Governor's Office was able to provide funds per Bill Dellos' earlier statement regarding his conversation with the Governor's assistant. Desirée Malley stated, in order to accept any funds offered by the Governor's Office, there is a process that would have to be followed. Desirée Malley stated that this same process is used whenever an entity within Emery County requests to accept funds from any outside source, including grants. Desirée Malley stated this process involves requesting permission from the Emery County Commission to accept the funds by presenting a request for approval at a Commission meeting. Comm. Conover clarified that, if the Governor's Office did designate funds for the Emery County Libraries, those funds would be earmarked for the libraries; however, acceptance of those funds would still have to go through the Emery County Commission, regardless of the source.

Carolyn Carrasco stated she feels the State of Utah should be paying the counties for use of county facilities and county employees to offer DMV services. Comm. Conover stated he does not believe the State of Utah pays counties for the use of their facilities or employees; instead, the State of Utah sees the County providing these resources as a means to offer a service to the residents of the County. Comm. Conover stated that, if Emery County did receive funds from the State of Utah for offering DMV services, those funds may not go to the library budget. Comm. Conover noted the DMV services did not have to be offered through the library, but there was a process by which it was determined this is how the DMV services would be provided to Green River citizens.

Carolyn Carrasco asked Comm. Conover why the Library Board was not consulted prior to the DMV services being offered through the Green River Library. Comm. Conover asked if the Library Board would be against what the Green River Library staff suggested be done to offer DMV services to the citizens of Green River. Comm. Conover noted the Emery County Commission did not push to offer the DMV services through the Green River Library; instead, the Green River librarian and assistant librarian offered their services as a means to have DMV services in Green River. Comm. Conover stated the Emery County Commission supported the Green River librarian and assistant librarian by honoring their suggestion. Deanna Hansen stated she feels the decision should have come before the Library Board, and Carolyn Carrasco stated she feels the Library Board should have been informed the decision was being made. Deanna Hansen stated she believes the process to offer DMV services in the Green River Library is similar to the process that occurred when it was decided the iHubs would be installed in the Green River Library and Orangeville Library, which is part of a larger pattern. Deanna Hansen and Carolyn Carrasco stated they support the Green River citizens getting the DMV services. Deanna Hansen stated she believes there are many questions that should have been asked and answered prior to this decision being made. Carolyn Carrasco stated the Library Board likely would have agreed to offer the DMV services through the Green River Library if asked because the citizens of Green River deserve to have those services available to them. Deanna Hansen stated she is surprised Emery County moved forward with the decision without knowing the State of Utah would subsidize Emery County for offering the DMV services in Green River. Comm. Conover stated even though he does not have a definitive answer to her question at this moment, he will do the research and find out the answer. Desirée Malley stated Emery County viewed offering DMV services in the Green River Library as a personnel decision because Emery County employees proposed the change and the funding for the change was paid for out of the Emery County budget. Desirée Malley reminded the Library Board that personnel

decisions are beyond the purview of the Library Board and are often made without consultation with the Library Board. Deanna Hansen stated, since the DMV is housed in the Green River Library and using a library facility, the Library Board should have been consulted prior to a decision being made. Deanna Hansen stated the Library Board also views this as a personnel issue because the decision is affecting the library staff, and the situation could have been handled better if the Library Board had been allowed to offer their input prior to the change being made. Comm. Conover stated the Library Board is an advisory board.

Deanna Hansen stated she is upset that the Library Board did not receive an explanation when three names were submitted for appointment to the Emery County Library Board by the board and only one person was appointed. Deanna Hansen stated she was embarrassed when someone told her one of the people the board submitted for approval was sad because she was not selected for the position. Deanna Hansen stated she was blown away to find out the three people weren't appointed and had no idea who was selected to fill the vacancy. Deanna Hansen stated she felt embarrassed to be on the board and have no idea what occurred. Deanna Hansen stated she is upset because she did not receive an email saying what occurred and is upset because the board was not given reasons for what occurred. Deanna Hansen stated she would like to be kept in the loop because she thought her job was to advise. Deanna Hansen stated she was excited because Comm. Conover seemed in support of the additional board members, and Justin Queen had pointed out the bylaws allow for additional members. Deanna Hansen stated she wanted to see more representation from that end of the County. Carolyn Carrasco asked if Deanna Hansen is referring to Emery, and Deanna Hansen responded she was speaking of the Huntington representative. Deanna Hansen stated she is the only board member representing the North end of the County (Elmo, Cleveland, and Huntington), stating the rest of the board members are from Orangeville and places South of Orangeville. Deanna Hansen stated she supported appointing Tanie Worthen because she is from Ferron, which is part of the area she is appointed to represent. Deanna Hansen stated she did not appreciate feeling like a dummy in the grocery store because she did not know what was happening with a board on which she is currently serving.

Carolyn Carrasco asked to drop back to another issue regarding the Green River employees expressing to Justin Queen that they feel they are out of time. Justin Queen stated there is a concern over the amount of time the DMV requires; however, the real need is for the library to be open five days a week to offer the DMV service as well as the library services. Justin Queen stated the DMV definitely takes a decent amount of time, but the concern is more about being able to offer services on an additional day, which would spread out the demands. Carolyn Carrasco stated the employees were unaware of how much time the DMV would require when they offered the service, and Justin Queen agrees. Carolyn Carrasco asked if there is any way to determine how much time each week is being used by the DMV versus the library services by tracking how many licenses and tags they process versus how many programs they offer. Desirée Malley stated we knew there would be an initial influx of people using the DMV since Green River had been without the service for a while; however, the research prior to the DMV going into the library showed that the Green River DMV averaged one to two transactions each day. Desirée Malley stated she is unsure what information the State of Utah will release to us regarding use of Green River DMV, and she is hesitant to put one more tracking requirement on the Green River Library staff. Carolyn Carrasco stated knowing how many DMV transactions occur each day would assist the board in knowing how much the DMV is taking away from library services. Desirée Malley stated there is an initial learning curve to operating the DMV, so we knew that, initially, transactions would take longer for the staff to process; however, with time and practice, they will get faster. Desirée Malley stated, in addition to the initial learning curve,

the DMV adopted new software just as the DMV was opening in the Green River Library, so everyone across the state is learning how to use the new software, making technical support more difficult. Desirée Malley stated Selina and Kris have both been to Green River Library to assist the staff and both are available by phone whenever the staff needs assistance.

Carolyn Carrasco asked if the board needs to vote on the budget. Desirée Malley stated this is just the beginning of a conversation about 2022 and funding proposed changes; however, no action needs to be taken at this time.

Carolyn Carrasco asked about the utilities line being reduced from 2019 to 2020. Desirée Malley stated because we did not spend the full amount budgeted in 2019, we reduced the amount budgeted in 2020; however, we did end up spending more on utilities in 2020. Desirée Malley stated the reason for the decrease in the amount budgeted for utilities in 2020 was to assist in funding the pay increase for employees. Desirée Malley stated part of the reason for the increase in utility costs was Huntington's furnace going out, which required Huntington to run on portable electric heaters for a while to keep the library from freezing. Desirée Malley stated another factor was the increased cost of propane, which is how Green River Library and Emery Library use for heating. Carolyn Carrasco stated she believed we were considering replacing the single pane windows in the libraries. Desirée Malley stated replacing the windows is a long term goal; however, we have to find the funds to initially replace the windows so we can begin realizing the savings in utilities. Carolyn Carrasco asked which budget line would pay for the windows to be replaced. Desirée Malley stated this would be considered a capital project and would come out of that budget line. Desirée Malley stated the funds currently in the capital project line are earmarked for the Green River Library landscaping as well as replacing the carpet in Elmo. Bill Dellos asked about the reduction of the amount in the capital projects line, and Carolyn Carrasco also asked. Desirée Malley stated a new budget line was created for the iHubs in 2021, and the funds earmarked for the iHubs were placed in that budget line. Desirée Malley stated that the capital projects line did not actually decrease and, in fact, the iHub funds increased because the Coal Strike Team gave $15,000.00 to be used on the iHubs project. Carolyn Carrasco asked about programs to assist in replacing the libraries' windows. Desirée Malley stated that a lot of those programs rely upon tax rebates, which do not help the libraries because we do not pay taxes. Carolyn Carrasco asked if we needed to continue to search for possible funding, and Desirée Malley stated we will continue to explore possible funding sources to replace the windows. Justin Queen stated replacing the windows is a long term plan that will not affect the 2022 budget, and Desirée Malley agreed. Desirée Malley stated that this is where the strategic plan comes in because it helps the board set priorities and make long term plans. Justin Queen stated that he feels that creating a strategic plan needs to be the next step so the budget can draw from the strategic plan. Justin Queen stated that, without a strategic plan, we are going to haphazardly adjust line items and later realize we needed the money in that line for something, which will cause us to have to make just another adjustment based on the need of the time. Justin Queen stated that we have been talking about creating a strategic plan since he joined the board, and he feels like we need to create a strategic plan next before we do anything else because we will continue to talk in circles addressing immediate issues rather than focusing on long term plans. Desirée Malley stated that she agrees with Justin Queen and urged the board to create a strategic plan to set priorities and goals for the libraries for the next five years. Bill Dellos asked if the goal is to run more efficiently. Desirée Malley stated that the strategic plan allows us to set those priorities and goals through specific steps. Carolyn Carrasco stated we proved the value of efficiency by changing out the Emery Library furnace for a more efficient furnace, which we hope will result in savings. Desirée Malley stated that we have replaced several items including the furnaces at the Emery Library, the Castle Dale Library and the Huntington Library, air conditioners at the Emery Library and the Huntington Library, and water heaters

at the Cleveland Library and Elmo Library. Desirée Malley stated each replacement has been more efficient than the item being replaced. Desirée Malley stated that we have not realized savings from Emery Library's new furnace because the cost of propane has increased, offsetting our savings.

Carolyn Carrasco asked about the decrease in the amount in the education and training budget line, expressing concerns about providing for the education of the staff. Desirée Malley stated USL has moved most of their training online since the pandemic. Carolyn Carrasco noted that this has allowed the libraries to save on travel expenses and asked if the certification is still available for library staff. Desirée Malley stated USL does offer UPLIFT Certification for librarians and stated she has reached out to USL to find out what courses each member of the library staff have completed. Desirée Malley stated that she would like to work with each member of the library staff to set goals and determine which courses would best assist each member in completing her job because they will each get more out of the training if it is a choice rather than a mandate. Carolyn Carrasco asked if someone can become a certified librarian by completing these UPLIFT courses. Desirée Malley stated USL requires the director of the library complete the UPLIFT training if the director does not have a Masters Degree in Library Science (MLS); however, since Desirée Malley has a MLS, no one is required to complete the UPLIFT training. Carolyn Carrasco asked if each library employee has access to the UPLIFT training. Desirée Malley stated each employee does and is notified via email by USL of available courses at no cost to the libraries or the employees.

Tanie Worthen asked what is the iHubs project. Carolyn Carrasco stated that she is opposed to the project. Desirée Malley stated the project will install iHubs in the Green River Library and Orangeville Library as part of an initiative from the Governor's Office on Economic Development that will install a wall to partition a part of the libraries to be available to the public 24/7. Desirée Malley stated this would provide services to people who cannot access the library during regular operating hours as well as support entrepreneurial activities. Carolyn Carrasco stated a person working from home can come to a special room in Green River Library or Orangeville Library to do their business. Tanie Worthen asked if this iHub is monitored. Desirée Malley stated that during regular business hours a member of the library staff would monitor the iHub and cameras would assist in monitoring the iHub when the library is closed. Tanie Worthen asked if the iHubs are already set up, and Carolyn Carrasco responded that they are not currently set up. Carolyn Carrasco stated the iHubs are being built with a grant. Carolyn Carrasco stated building costs have greatly increased and the grant will no longer cover the full cost. Desirée Malley stated the agreement with the contractor has not been finalized, so she cannot comment on that matter. Carolyn Carrasco stated her personal feelings are that anyone who sets up a home business already has access to these resources so she did not want to give up library space for this project. Carolyn Carrasco stated that the project was voted upon and approved by the Emery County Commissioners, so she is going along with it. Tanie Worthen asked if people will have unmonitored computer access. Carolyn Carrasco stated that a camera will monitor the users of the iHubs and the access to the internet will be filtered. Tanie Worthen stated high school students broke into a school once to access pornography, so she had was concerned about unfiltered internet access in the iHubs. Desirée Malley stated that the internet access within the iHubs will be filtered and monitored just as the internet access during regular hours is filtered and monitored. Carolyn Carrasco stated she has witnessed the library filters at work and feels they will keep people from accessing inappropriate materials. Desirée Malley stated that internet access is also monitored by the Information Systems Department from the Emery County Administrative Building. Tanie Worthen asked how many people actually need the services the iHubs will provide. Carolyn Carrasco stated she does not have an answer for that question. Desirée Malley stated the creation of the iHubs is part of

the governor’s initiative for economic development that is trying to foster opportunities for more people to work remotely. Desirée Malley stated the iHubs would enable people to begin remote work by providing the resources, which would give the individual an income that would eventually lead to the individual being able to purchase the resources to work remotely, thereby contributing to economic growth in the area by purchasing commodities in the area. Desirée Malley stated individuals without resources like internet and computer access cannot take a job working remotely unless they have access to somewhere like the iHubs. Carolyn Carrasco said she knows several people that are now able to work out of their home as a result of the governor's rural online initiative. Bell Dellos stated the new governor is pushing for the same kinds of remote work opportunities. Carolyn Carrasco stated this program has been wonderful and has really helped some local people find good jobs with benefits making a decent wage.

Carolyn Carrasco stated she feels good about the budget information because her concerns have been addressed. Bill Dellos stated he had similar concerns and feels as though his concerns have been addressed.

Desirée Malley stated the next meeting will have the actual spending numbers for the next meeting.

Bill Dellos asked if anything was going to be done to change the hours of the library staff in Green River. Desirée Malley stated nothing is going to change at this time;however, the board can continue to have discussions regarding proposed changes as we plan for the 2022 budget. Carolyn Carrasco stated we need to examine how many DMV transactions are actually occurring. Justin Queen stated he wants to reiterate the importance of having a strategic plan to guide budgetary decisions, especially since the last strategic plan expired in 2018. Justin Queen stated the board did not have any input on the budget last year and that is one of the board’s primary responsibilities.

Desirée Malley stated the board is requesting the April meeting focus on the strategic plan and asks that the board members prepare for that discussion. Carolyn Carrasco stated she is in agreement and requests Justin Queen consider being the secretary for the board.

3. Adjourn

   The meeting was adjourned.