Emery County Library Board
Minutes for Meeting on May 26, 2021 at 9:00 am
Canyon Room, Emery County Administration Building, 75 E Main ST, Castle Dale, UT 84513

01. Welcome

    Carolyn Carrasco called the meeting to order at 9:00, and welcomed those present: Bill Dellos, Deanna Hansen, Gil Conover, and Desirée Malley.

02. Public Comment

    No public comment was made.

03. Discuss/Approve/Deny minutes from February meeting

    Carolyn Carrasco stated that the February meeting was over 2 hours long and stated that the approval of the meeting minutes will be done via email after the meeting to allow all members a chance to review the minutes and propose corrections.

04. Discuss/Approve/Deny minutes from March meeting

    Carolyn Carrasco stated that the same procedure will be followed for the March meeting minutes that is being used for approval of the February meeting minutes.

    Bill Dellos moved to table this item as well as the previous item. Deanna Hansen seconded the motion. Motion passed.

05. Ratification of acceptance of the Continued COVID-19 Relief for Public Libraries Grant

    Desirée Malley stated that the Utah State Library (USL) opened a grant for the COVID-19 Response. Our grant application was funded for $5,000 in reimbursement funds. Desirée Malley stated that the proposed budget is $500.00 for PPE , Sanitizing, and Other Safety Equipment, $1,600 for Youth Services to create Story Time Bags/Boxes, $385 for Summer Reading Programs to purchase hula hoops and sit spots to encourage social distancing, $2,515.00 for Digital Inclusion to purchase 3 laptops for circulation to the public. Desirée Malley stated the contract for the grant was due on March 15, 2021, and two Commissioners approved accepting the grant.

    Desirée Malley stated that the hula hoops and sit spots have been purchased and distributed, and Clorox wipes and Lysol disinfectant spray were distributed at the May 14 training. Desirée Malley stated she anticipates purchasing more of the supplies the next time she is up North for an appointment because Costco has made an exception to allow her to purchase larger quantities than typically allowed. Desirée Malley stated she anticipated the purchasing of the story time bags/boxes will occur as soon as she provides guidelines to the libraries. Desirée Malley stated these story time bags/boxes will be housed in each library, with the idea that those resources could be shared amongst the libraries if patrons would like access to more story time bags/boxes.

    Desirée Malley stated that she has spoken with Jeff about ordering the three laptops, but she has0 not received confirmation that an order has been placed.

    Desirée Malley stated that there is not a match required for this grant, and 100% of the costs will be reimbursed up to $5,000.

    Carolyn Carrasco asked if the funding was from the State or through Federal Funds.

    Desirée Malley stated that the funds are being distributed by the Utah State Library; however, the funds are part of ARPA.

Gil Conover moved to ratify the acceptance of the Continued COVID-19 Relief for Public Libraries Grant. Bill Dellos seconded the motion. Motion passed.

06. Ratification of acceptance of the Technology Enhancement Grant

Desirée Malley stated that, in the past, this grant was typically open each year; however, this is the first time the grant has opened since she has been in her position. Desirée Malley stated that, after consulting with Jeff, we determined the best investment for this grant would be to purchase new routers for each of the libraries. Desirée Malley stated the current routers are over six years old, which makes them severely outdated. Desirée Malley stated that It is her genuine hope that the new routers will assist in speeding the internet connection at each of the libraries. Desirée Malley stated she applied for $5,000 in funding, and Emery Library System was approved for $5,000 in reimbursement funds.

Desirée Malley stated she asked Jeff to move forward with the purchasing, and his staff has begun installing the new routers. Desirée Malley stated that Jeff informed her that he was able to purchase four routers at a time due to some restrictions, so four routers have been purchased. Desirée Malley stated that she has asked her librarians to notify her once the new routers are installed in their individual libraries. Desirée Malley stated that Ferron Library's router was installed yesterday. Desirée Malley states that she anticipates all of the routers being installed by mid June because the deadline for the technology to be purchased and installed is the end of June.

Carolyn Carrasco stated that, while at the Castle Dale Library, she had to move from computer to computer to be able to log on.

Bill Dellos stated his agreement.

Carolyn Carrasco stated that the librarian kept suggesting she try different computers. Carolyn Carrasco stated that her inability to log on was ridiculous and stated that she hopes the routers will resolve the issue.

Desirée Malley stated that we hope the routers will make a difference, but that there will need to be future discussions about replacing PCs in order to provide better access to patrons. Desirée Malley stated getting new routers is the first step toward correcting the issue. Desirée Malley stated that the data packets and coding we have now were not contemplated six years ago when the current routers were made, which makes it impossible for the router to understand some of the information it is receiving. Desirée Malley stated this first step of getting new routers will allow us to know the routers are capable of handling the data and then be able to evaluate future computer needs.

Desirée Malley stated that there is not a match required for this grant, and 100% of the costs will be reimbursed up to $5,000.

Carolyn Carrasco asked if the grant fully covers the cost.

Desirée Malley stated the grant will fully pay for the cost of the routers and installation.

Bill Dellos asked which libraries have the new routers installed.

Desirée Malley stated that Ferron Librarian is the only librarian who has notified her that the router was installed. four routers at a time due to some restrictions, so four routers have been purchased. Desirée Malley stated that she has asked her librarians to notify her once the new routers are installed in their individual libraries so she and the board can track installation. Desirée Malley stated she asked the librarians to send her an email every time something new is installed or replaced in their libraries, including the cameras.

Bill Dellos moved to ratify the acceptance of the Technology Enhancement Grant. Deanna Hansen seconded the motion. Motion passed.

07. Commissioner Report

Gil Conover stated that all of the libraries have their outside water on at this time. Gil stated that there are a lot of water issues related to the drought.

Carolyn Carrasco stated that she predicts the water will get shut down after one more month.Carolyn Carrasco stated that she read something from the State requesting people water only twice a week, so she believes it is only a matter of time before the water is shut down.

Bill Dellos stated that the farmers believe their water will be turned off by the end of July, which will give them a first and second crop.

Carolyn Carrasco stated that her lawn, which she has been working on diligently, is going to go.

Gil Conover stated that her lawn will just change colors.

Bill Dellos stated he has a full garden with corn coming up, and he wonders how much will survive. Bill Dellos stated he hopes we can keep the water on until it can ripen.

Carolyn Carrasco stated that the board should be notified when the water for the libraries is shut down.

Gil Conover stated that the water limitations will be set by each community.

Desirée Malley stated that each community will determine when the water is shut off. Desirée Malley stated that if the water is shut off in June, there is a high likelihood that the lawns will burn up; however, there is no sense having discussions about what to do about something that may or may not happen.

Carolyn Carrasco asked if Ferron was having an emergency meeting.

Gil Conover stated the meeting was occurring that evening.

Carolyn Carrasco stated that Clausen citizens have been cut down to the bare minimum water per citizen, so she believes Ferron will do the same thing.

Desirée Malley stated that the Green River Librarian teased her that all of the libraries will look like Green River Library if the water is shut off.

Bill Dellos stated that they had a good rain in Orangeville last weekend.

08. Board Reports

a. *Deanna Hansen reported on Cleveland Library and Elmo Library.* She stated that both libraries are doing well. She stated that Bonnie always throws in the call for new carpet [at Elmo Library]. Desirée Malley stated that she anticipates that replacing Elmo's carpet will be a priority as we move forward with our strategic plan. Deanna Hansen stated that the carpet was on the survey responses for Elmo, and she assured them that it is on our to do list when the funding is available. Deanna Hansen stated both libraries are struggling a little bit; however, things are picking up with school ending. Deanna Hansen stated that there is concern that the pandemic has turned people to electronic books and other resources, so there will be less of a return to the libraries from adults. Deanna Hansen stated that one concern she saw was that the adult book club in Cleveland has

moved out of the library because the Cleveland Library's late night is Monday. Deanna Hansen asked if this is something that could change. Desirée Malley stated that we could discuss moving Cleveland Library's late night to another night if Monday does not work for that community. Deanna Hansen stated that there are concerns about how to get the word out that the libraries are fully open and make it attractive for the adults to return to the libraries. Carolyn Carrasco stated that we had previously discussed trying to use the newspaper to advertise that the libraries are open and maybe we can do that. Desirée Malley stated that, when she spoke with the paper last time, there was not a huge interest, but we can ask again. Desirée Malley stated that maybe we could get the newspaper interested in running a story about the new devices we have for circulation. Carolyn Carrasco asked how everyone gets their water/trash/sewer bill. Desirée Malley stated that Elmo sends out a postcard. Carolyn Carrasco stated that Orangeville has the Grapevine. Deanna Hansen stated that Elmo only sends a postcard. Desirée Malley stated that Orangeville has also gone to a postcard. Carolyn Carrasco stated that Orangeville still has the Grapevine, which can be picked up in Orangeville at the post office. Carolyn Carrasco asked about whether Ferron has a newsletter. Gil Conover stated that there is a letter that goes out with the billing. Carolyn Carrasco stated that maybe we could get each of the cities to advertise the libraries. Desirée Malley stated that several of the cities no longer have newsletters. Carolyn Carrasco asked what is our biggest way to notify everyone in the County. Desirée Malley stated that each library creates a monthly newsletter and posts it in the community. Desirée Malley stated that the way people get information has shifted, and the digital world is our best option. Carolyn Carrasco asked about Facebook. Desirée Malley stated that the libraries use Facebook, and most of the libraries post their newsletter on their Facebook page. Gil Conover asked about the use of other social media sites. Desirée Malley stated that we have discussed using other social media sites as well as creating a webpage on our site that talks about the new technology available at the libraries. Carolyn Carrasco asked if people give their email addresses when they apply for a library card. Desirée Malley stated there is a place for a patron to enter their email address on the application; however, this information is not required to get a library card. Carolyn Carrasco asked if there is a way for Emery County Libraries to email everyone registered for a library card. Desirée Malley stated she would have to speak with Jeff Guymon to explore our options since the library software is older. Carolyn Carrasco stated the LDS Church uses email blasts, and she feels that we are limited in the number of people with whom we are communicating as a result of the pandemic. Bill Dellos asked if the libraries could mail out newsletters through the postal service. Carolyn Carrasco stated that would be very expensive. Desirée Malley stated the postage budget is $500.00 per year, which would not cover that expense. Desirée Malley stated that the prior mailing that was done was through a grant. Carolyn Carrasco stated we should use "the freebies" such as emails and social media. Deanna Hansen stated that email blasts are a great idea because they would be geared toward people who have used the libraries in the past. Desirée Malley stated that if it could not be done using the software, we could ask Jeff to assist the librarians in setting up a group to which to send the email, but this would take training and time to accomplish. Carolyn Carrasco stated that we should utilize the town newsletters for Emery, Ferron, and Orangville. Deanna Hansen stated that everyone is

excited for summer reading. Desirée Malley stated that the Commissioners have donated a pool rental to the libraries, and we will be hosting an end of summer reading pool party on July 29, 2021. Desirée Malley stated the librarians and patrons are excited for the party.

b. *Bill Dellos reported on Castle Dale Library.* Bill Dellos stated he is concerned about the worn carpet in the Castle Dale Library. Desirée Malley stated that Orangeville Library and Green River Library's flooring is being replaced as part of the iHubs project. Desirée Malley stated that Castle Dale Library is on the list to have the carpet replaced; however, Elmo Library is first in line due to the issues with their carpet. Deanna Hansen stated that Elmo Library's carpet is coming apart at the seams, so they are using chairs to keep it down to try to keep people from tripping. Bill Dellos stated that Castle Dale Library's carpet is not as bad as Elmo Library's carpet. Desirée Malley stated that both libraries need the carpet replaced, and that available funds will largely determine what can be done. Carolyn Carrasco asked if the carpet would be replaced with carpet or alternative flooring. Bill Dellos stated that he feels carpet is the best choice. Desirée Malley stated that, in the iHubs, we are putting vinyl flooring in the entryway areas and carpet in the stacks areas. Bill Dellos stated that there are things on the list that are just maintenance. Desirée Malley stated that items on the list are a result of the safety inspection done monthly, and she has asked the librarians to keep reporting the issue until it is addressed. Carolyn Carrasco asked if someone besides the maintenance staff can do items on the list. Desirée Malley stated that, as an Emery County employee, she cannot solicit someone outside of the maintenance staff to complete items on the list. Bill Dellos asked about the item on the list regarding filling the gravel near the air conditioner unit that notes check the boundary. Desirée Malley stated that Emery County Libraries cannot perform maintenance on grounds that do not belong to Emery County because there are liability issues. Bill Dellos asked about whether the new shelves have been bolted to the walls. Desirée Malley stated that there is a possibility that it has been done because it was not on the last safety report; however, she has not received confirmation from Joe. Bill Dellos stated he sees a lot of maintenance that needs to be done. Desirée Malley stated that Joe Fielder is addressing those issues as time allows, and Joe has done a lot to reduce the list of maintenance concerns because each library's list was over a page long when he started. Carolyn Carrasco asked if we could budget more money and increase Joe's hours. Gil Conover stated that we are unable to give Joe more hours due to the limitations we have. Desirée Malley stated that, since we share Joe with other departments, we cannot increase his hours without having to pay him full benefits or get some of Joe's hours from another department. Desirée Malley stated that no one is willing to share anymore of Joe's hours with us at this time. Carolyn Carrasco stated that she would like to see Joe become a 40 hour a week employee. Desirée Malley stated that making Joe full time is not an option due to the costs associated with providing benefits. Bill Dellos asked if Joe has assistants. Gil Conover stated Joe has two seasonal employees to assist him. Deanna Hansen stated that we took the money we were previously spending on lawn care to pay for Joe's two assistants. Desirée Malley stated that the board could discuss the possibility of hiring a part time assistant for Joe, but that would require budgeting for the position. Bill Dellos asked if an assistant would need to be licensed. Gil Conover stated that the assistant would not because an

assistant would not be completing tasks that a licensed tradesman would complete. Carolyn Carrasco stated she feels hiring an assistant for Joe is a good idea. Bill Dellos stated he would like to see the limits on what Joe can do. Gil Conover stated that Joe is limited to maintenance that does not require a licensed tradesman. Desirée Malley stated that Joe does general maintenance, like repairing Emery Library's roof; however, Joe would not be asked to replace the roof on the Emery Library because Emery County would hire a licensed and insured roofing contractor to complete that job.

c. *Carolyn Carrasco reported on Huntington Library and Orangeville Library.* Carolyn Carrasco stated she is impressed with the programs at Orangeville Library and Huntington Library. Carolyn Carrasco stated the lawn outside of Huntington Library looks nice as of this week. Carolyn Carrasco stated that the Huntington Librarian was worried about her numbers, and Carolyn Carrasco reminded her that the whole library system is struggling. Carolyn Carrasco stated that Orangeville Library is doing well, and she expressed concern over the afterschool care of a child at Orangeville Library. Gil Conover stated that he's glad the child has a safe place to go, and Deanna Hansen agreed. Desirée Malley stated that most of the libraries have one or two children to whom they have "adopted". Desirée Malley stated that the libraries are a safe place for many children and other vulnerable people. Bill Dellos stated that the schools are also a safe place for children. Carolyn Carrasco encouraged all of the board members to read the library staff's responses to the survey. Deanna Hansen stated that the section that asked about the concerns of their communities was very interesting. Carolyn Carrasco stated she has concerns over children being denied access to the libraries due to fines, though she believes that fines assist in teaching responsibility. Desirée Malley stated there is an appeal process available to have fines forgiven and/or alternative methods of payment accepted. Desirée Malley explained the appeal process, its intent, and possible reasons for its use. Desirée Malley stated that the board's concerns are also addressed by the children being allowed to get their own library cards. Bill Dellos stated that he enjoys listening to the children greet the librarians with great familiarity. Carolyn Carrasco stated that the current circumstances make library programs more important than ever and observed that staff is asking for an increase to the programming budget. Deanna Hansen noted that the staff requested an increase to the book budget as well. Deanna Hansen asked if raising the mill levy is possible. Gil Conover stated that the mill levy can be raised through a ballot vote. Desirée Malley stated that the board could request the mill levy be raised if they felt the public would support the increase in taxes. Deanna Hansen asked when was the mill levy last raised? Carolyn Carrasco stated she believes the last time the mill levy was increased was in the sixties. Deanna Hansen stated she feels raising the mill levy is appropriate if it has not been raised since the sixties. Desirée Malley stated that she could research and find out more about the mill levy. Carolyn Carrasco expressed concerns that the library staff is paying for programs out of their own pockets. Desirée Malley stated that she encourages the library staff to utilize their budget to provide programs; however, some library staff, like many educators, supplement their program budget by purchasing items themselves in order to make programs be the way they want them to be. Desirée Malley stated that she commends the library staff for their dedication, but she also wants to be clear that there is no expectation for the library staff to fund library programs with their own money.

09. Director's Report

a. Expenditure Reports

Deanna Hansen asked about a report where the budget for books and programs was around $20,000 but the actual expenditure was closer to $30,000, wanting to know if grants paid for the difference. Desirée Malley stated that all books purchased by the library system are paid for through the books line in the budget in order to assist with tracking expenditures, which includes books purchased with grants. Deanna Hansen clarified that there is no data on the book line for 2018 and 201 because the libraries were purchasing books with a different line during this time. Desirée Malley stated this is correct because all purchases were being made out of the Special Department Supplies line. Desirée Malley stated that, at the end of the year, the amount of money in the books line is adjusted to reflect the grants received during the year.

Bill Dellos asked if the money the librarians are spending on snacks and such can come out of the library budget. Desirée Malley stated those items should come out of the library budget, and library staff is encouraged to turn in reimbursement requests for those items. Desirée Malley stated the library staff can charge library expenses at Stewart's without spending their money and filing for reimbursement and can borrow the credit card for Wal*Mart to purchase items as well. Desirée Malley stated she has offered to make purchases for the librarians if needed as well.

Carolyn Carrasco stated that she has reviewed the expenditures and asked why the budgeted amount for salaries and wages dropped from 2020 to 2021. Desirée Malley stated that the change in the amount budgeted for salaries and wages is determined by the Emery County Clerk/Auditor based on several factors, so the board and I have nothing to do with that change. Bill Dellos asked where Carolyn Carrasco got her information. Desirée Malley stated she emailed the spreadsheet she created to all of the board members and explained the information on the spreadsheet.

Carolyn Carrasco stated that some of the lines have dropped, and she commends the library board and staff on cost savings and getting grants to supplement the tax revenue. Desirée Malley stated that she is trying to get as many grants as possible because she fears that there will not be many grants available for a while post pandemic.

Carolyn Carrasco asked if we are preparing for another pandemic in the winter. Bill Dellos stated that he has heard that there will be another wave of illness in the fall. Deanna Hansen stated she has read that there is a recommendation that people get booster shots of the COVID-19 vaccine.

Deanna Hansen stated that she thinks the libraries have been doing amazing things with the tiny amount of money they have been given. Carolyn Carrasco stated she agrees with Deanna Hansen. Desirée Malley stated that, though there is a lot of money in the budget, much of the funds are used to pay for our employees and their benefits as well as operating and maintaining eight buildings.

Desirée Malley stated that the only official town/city in Emery County that does not have a library is Clawson, which is amazing because most counties have one large library that is supposed to service the whole population.

b. Statistical Report

Carolyn Carrasco stated she is impressed with the amount of programs occurring. Carolyn Carrasco stated she likes the way the data is broken down to allow for examination of different times.

Desirée Malley stated that right now all of the libraries have consistent hours, with each having one day a week where they open at 9:30 am and close at 7:30 pm. Desirée Malley stated that we are collecting this data on the different times of day to facilitate future conversations. Desirée Malley reminded the board that any changes to the libraries' schedules would have to go through a process including being approved in Commission Meeting. Desirée Malley stated that changing the night a library is open late does not require Commission approval and can be addressed by the library director with her staff. Desirée Malley stated that data is a good way to evaluate trends and make decisions based on information rather than individual opinions/feelings.

Carolyn Carrasco stated that it seems we have lost 13-17 years olds over the past year. Bill Dellos agreed. Desirée Malley stated that she does not believe many programs for teenagers have been offered this year. Carolyn Carrasco stated that Ferron Library is doing something because they have 49 recorded attendees. Desirée Malley stated that attendance is affected by the programs offered and the way the programs are marketed. Deanna Hansen stated that part of the number could be school classes using the libraries. Carolyn Carrasco stated that Ferron Library and Green River Library have some teenagers attending, but Castle Dale Library and Cleveland Library have none. Desirée Malley stated that Justin's program brings over children to the Green River Library, and that could be part of the teens attending their programs. Deanna Hansen stated that some of the schools that had previously used the libraries extensively have not been allowed to use the libraries as a result of the pandemic. Carolyn Carrasco asked if Emery Library was still offering quilting programs. Desirée Malley stated that the adults are having quilting programs; however, the children's quilting classes have been cancelled due to risk of exposure. Carolyn Carrasco stated that we should encourage those classes to return in the future. Desirée Malley stated that the Emery Librarian intends to continue offering packets for story time this summer because she has had more success than she did with in-person story time and summer reading programs. Desirée Malley reminded the board that each community has different needs and different approaches yield success, while always using the same approach for all communities often leads to failures.

10. Discuss/Approve/Deny election of vice-chair for 2021

    Deanna Hansen moved to table this item. Gil Conover seconded the motion. Motion passed.

11. Discuss/Approve/Deny election of secretary for 2021

    Carolyn Carrasco stated that Justin Queen said he would consider the secretary position. Deanna Hansen stated that, if she can make it through the summer semester, she would consider the position in the fall.

    Deanna Hansen moved to table this item. Gil Conover seconded the motion. Motion passed.

12. Discuss Emery County Library System Strategic Plan

    Desirée Malley asked that all board reports start being submitted to her prior to the meeting to allow everyone to read them prior to the meeting rather than presenting them orally.

Desirée Malley stated that USL is requiring us to apply for certification this year, and she has begun that process. Desirée Malley stated that our strategic plan, which is required for certification, is out of date; however, she will ask for leniency this year in order to allow the board time to work on completing a new strategic plan.

Desirée Malley stated she and Carolyn Carrasco attended a strategic plan training, and both of them are anxious to move forward with this process. Desirée Malley stated that her goal is to create a strategic plan that is meaningful to the board as well as the library staff that complies with the USL Standards.

Desirée Malley stated she included the information on Duchesne County because she and Carolyn liked the format and felt they serve patrons similar to the Emery County residents. Carolyn Carrasco asked Gil Conover if Emery County is comparable to Duchesne County financially. Gil Conover stated that we are comparable in industry, tax base, and in county finances.

Desirée Malley asked the board members to review the materials from Duchesne County Libraries prior to the next library board meeting and be ready to discuss these items. Bill Dellos asked for copies of those materials as well as the budget information. Desirée Malley gave Bill Dellos her copies.

Carolyn Carrasco stated she wondered why Emery Library had a $250 electric bill with Rocky Mountain Power, but Desirée Malley told her that Emery Library sometimes gets a bill every two months, which makes it higher than usual. Desirée Malley stated that all board members should feel free to ask her questions about the expenses because she wants everyone to feel good about how the funds are being spent and the reasons behind the expenses.

Carolyn Carrasco stated she is worried about what is to come as the cost of building supplies is rising. Deanna Hansen stated that she and her husband were discussing this, and she thinks that more people are going to move to Emery County because it is a great place to live and more people are able to telecommute for work. Deanna Hansen stated that the future will likely be less about big industry and more about individual people/families coming to Emery County because it is a great place to live. Deanna Hansen stated that her grown children who currently live in Salt Lake County are talking about moving back to Emery County to raise families.

13. Adjourn

    Deanna Hansen moved the meeting be adjourned. Gil Conover seconded the motion. Motion passed.