MINUTES: EMERY COUNTY LIBRARY BOARD MEETING

HELD AT: Emery County Box Canyon Room

ON: Tuesday, January 14, 2020

01: Welcome: Board Chair Carolyn Carrasco (CC) called the Emery County Library Board meeting to order at 9:00 am, welcoming those present: Deanna Hansen (DH), Gil Conover (GC), Bill Dellos (BD), Justin Queen (JQ), Mary Ann Wright, (MAW), and Desiree' Moore Malley (DM), Emery County Library Director. Commissioner Kent Wilson (KW) attended parts of the meeting.

02: Public comment. This opportunity was offered to the public in attendance. The informal response from the public was to 'wait until the end of the meeting in order for the public to observe the meeting and learn, and then to make comment'. Motion to move item to the end by DH, second, MAW. Motion passed.

03. Director's Report. DM presented the updated cost report from 2019. There were no questions. Next, was the updated maintenance report, also a safety report, with some minor discussion. DM got the Overdrive Grant, which she explained was to take care of the new and unknown costs. DM reviewed expenditures and the statistics for the library.

04. Commission Report. Comm. Conover stated 'nothing new to report at this time'.

05. Board Reports. *CC on Orangeville*: issue of snow/salt by the city part of sidewalk; storage area to be fixed; fun atmosphere and programs all good. Needs a new assistant librarian. *Huntington*: clean, clear of snow, sidewalk fix is still in the planning and to be covered in costs by the Commission budget;

fun library and lots of programs. Castle Dale and Orangeville: two custodians began yesterday. Custodians now work at 7 of the 8 libraries. *BD: does not have a report on Castle Dale*. *DH on Elmo:* Nothing new; bright cozy, clean at Elmo; address many ages in programs. New fountain has been installed. All other issues addressed in maintenance report. *MAW on Ferron*: same maintenance issues as listed, some are summer issues; nice to have the highway sign for the library installed. "Good job, Desiree'"; in December, there were several programs going on at the time, including use of the new books received under the LSTA grant. *Emery*: question of cameras going in; side discussion on cameras' purpose and safety training. DM stated the need to buy these in 2020 with any leftover funds from 2019. Answer: yes, they are to go in all libraries, record visual, but not auditory. They will be installed in the interior, aimed at the main desk, and are motion sensitive. Thanks for the highway library sign in Emery. Discussion: DOT paid for those that are right off the highway; Green River and Castle Dale to be installed as well. May need to pay for others, Cleveland & Huntington. *JQ on Green River*: water fountain still to be replaced, which should be soon; roughly a 10' diameter of ice around the library, French drain is needed. CC to again ask for Commission to fix the outside of the library. These items are known, and in the planning to fix as part of the "iHub" as it will be ADA compliant. This should resolve some outstanding issues.

06. Discuss changing format of Board reports. DM proposed a new form that was informally okayed by the Board.

07. Discuss/Approve/Deny minutes from November and December meetings. All got copies. BD moved and JQ seconded, and all approved.

Earlier agenda: 08. Discuss/Approve/Deny election of Vice-Chair. This was handled in a prior meeting.

08. Discuss/Approve/Deny recommendation to Emery County Commission regarding appointment of Justin Queen for new term (2020-2023). Justin was completing Carol Ekker's term. Short discussion. MAW: motion, DH: second, approved by all.

09. Discuss/Approve/Deny recommendation to Emery County Commission regarding appointment of Bill Dellos for new term (2020-2023). Bill was finishing Marlene Miyasaki's term. Discussion: CC believes the County went through a proper procedure to place Bill D. on the Board. A quick recap of his application: 39 years teaching school, had served on other boards. 'Yes, pretty certain that it had been advertised.' MAW: motion, GC: second, approved by all.

(37:25 on recording)

10. Discuss/Approve/Deny recommendation regarding Julie Rollins being a library substitute. Discussion of, and explanation of, her resignation and then a need to accept her as a substitute. BD: motion, DH: second, approved by all. Sent to be on the Commission agenda.

11. Discuss/Approve/Deny 2020meeting and training schedule. Question: of needing Board members to attend the administrative meetings? Board members are welcome, not required. Cost of each Board meeting is $250/meeting. That funding takes away from maintenance, so want to be careful. Q: can maintenance not use or lease a county vehicle? Trying to do this, but not resolved yet. DM will check with Co. Clerk on this since Library is a separate taxing entity. Federal rate for travel is paid and is $.575/mile. DM will try to check into leasing a Co. vehicle. CC discussed recruiting a maintenance

person from Green River. Should we try this again? Would need to go through another process to hire another person. Comfortable with current maintenance person installing $1,200 new water fountain.

CC wants to note that librarians meet monthly for training. Plus a biannual training for all staff. Separate training for all – Board and staff - in December. Discussion of times and dates to meet followed. CC: Will be handling this by email in order to check in with everyone's schedule.

12. Discuss/Approve/Deny individual library budgets for FY2020. Board was sent all information by DM. DM discussed details of Line 21, which is reduced due to new budget. There are various adjustments to this: Overdrive grant, Amazon Prime costs, and 5 librarians who had a choice of carrying funding over. Out of what is left in this line item, it is proposed that $2,300 go to each library for acquisitions. Discussion of magazine subscriptions and tracking use ensued. Q: Purpose of LSTA grants and whether the grant amount counts against the book budget. No, it does not. Last year it was $4,500/library. Point made by CC about inter-library lending of books.

Q: Public – Why is book budget down from last year? A: Funding went to librarians, maintaining staff, adding 3 employees, and increase of benefits. DM gave more explanation on: supplies budget - $850 each library. Got CLEF funds from State Library. DH had questions about iHub and its budget and how that works. Review of Capital Outlay is more than double last year. Also, the 3% raise came as a surprise to the Board. Are we balancing what we are getting with the iHubs with their benefit and how will it work? Public Q: about

Carbon County and are they using their library for the iHub? Comm. Kent Wilson (KW) answered why the commission wanted iHubs to provide for travelling freelancers. There is money to help do this from the State. Are the hubs going to have maintenance and cleaning come under library budget? KW – that is for all of us to decide. We are all trying to be relevant, just like having yoga or quilting at the libraries. DH: Can Emery Co. residents use this hub service for free? Public concern about Library investment in it.

GC: with 25,000 rural jobs promised by Governor, people need a place to go and work. The iHubs could work for that. Q: is this a continuous grant?

Public Questions– Emily White (EW): Should the Board not have been informed before this about all the details? DH was new on Board. EW: Should we not have answers in the grant details? DM explained the Board and library administration would be working out the details when the Library has hard bids. Then, policy will be worked out. KW: promised that none of the iHubs will be funded from Library funds; it will come out of Economic Development funds. Public Q: will this mean needing to hire more people. No, it will not. There will be card access in an enclosed area. Public suggestion to place information about the iHub project in the public arena. Much back and forth questioning with KW and Public. CC: County should issue a pubic announcement or statement. Diane Carter (DC) Did you offer this to local businesses? Josh White (JW) How much of the public library system will pay for the iHubs? DM: The rollover money will go to fix the concrete at Green River and circulation desks. iHubs will cause changes of circulation desks. The commitment is for 3.5 years in the contract. Perhaps libraries will outgrow the iHubs. More

questions about taking away from local business were interjected from the Public. KW response: we are trying to keep libraries relevant.

BD: motion to approve budget. Discussion, then MAW: second, approved by all.

(1:31 on recording)

13. Discuss/Approve/Deny Emery County Library System Temporary Library Closure Policy. CC gave background on this issue. DM was tasked with creating one policy to combine all temporary closure policies, funerals, personal emergencies, temperatures, how to proceed. MAW Q: does it need to say it supplants all other policies? DM: she is rebuilding all policies. BD moves to lay the policy on table to review and discuss later, he had not seen it to review. Discussion of cost to table it and hold another meeting or wait. New motion to approve by BD, seconded, DH, all in favor to approve. CC will sign and it will go to the Commission.

14. Discuss/Approve/Deny adjusting hours of operation for libraries as requested by Emery County School District and Emery County Commission. DM, GC and Jeff Guymon (County IT) met with school administrative council to see what the Libraries could do to support them. Issue of athletics and then the libraries are closed. Emily White: HS does provide access until 6pm to support the students. If that is the case, then let's move on. Stacy Moss: Activity bus does not leave until 6pm.

Public Q: Josh White – Why were people told not to come to the library meeting? No one from the Library ever said that.

CC: statement of a lot of incorrect info has been placed out there and the Board has not said these things.

CC: How does Board think about this? DM will ask the Librarians. CC: concerned about the Huntington Librarians being in a 'fish bowl' at night. MAW: How do the students think about the hours?

Open discussion with the Public about the hours at the libraries and the school library.

Shanda Winget, EHS: statement about fees affecting athletes and their schedules in the future. A survey of those students would be good.

MAW: Green River Library is only open 4 days a week. The Board should look at this issue. It is one to one and a half hours to Castle Dale and 45 minutes to Moab.

LSTA grant agreed that we would look at the hours, even though we have not yet gotten this grant. DM stated personal experience of not having access to computers after hours. So, can we find out the needs of Emery County and act on it?

(1:50 on recording)

Public: Maryella Fowler – If you change the hours would you change the number of people who work there?

DM: This is something we have to work on. CC: Can we table this, and discuss at Librarians meeting this month and perhaps Castle Dale open on Saturday again. Jan 27 it should be placed on agenda and gather more information about hours from librarians. Placed that in a motion, DM, and seconded by MAW. All voted in favor.

15. Discuss/Approve/Deny Strategic Plan. Moved to table this item: GC, seconded by BD, and all in favor. Item tabled until next meeting.

(1:55 on recording)

02. Open to Public Comment: CC opened public comment. 3-minute limit. Diane Carter rose to read 10 Reasons why People Need Libraries in Emery County. This was submitted, it is 9 pages in length. ***It will be scanned and placed in the record.***

Josh White: Concerned about iHub and thinks Libraries are being shortchanged by the book budget being dropped to accommodate the iHubs. Board was not fully informed about this.

DM: Issues of maintenance: AC, carpets, furnaces, need replacements as libraries age.

Public – Why are the iHubs being put in? why did this come about? Give us an understanding. GC: Governor made money available. Discussion of: how this will work and many unknowns to be worked out. County will pay for wifi, electronics to help people be successful at their remote jobs. We will be looking to see how it develops and what the exact needs are. We have also looked at other buildings and thought the libraries would be a reasonable fit. There are students studying for degrees and need resources.

Public comment – With prior public involvement, there would not be so many questions now. Did the Commission discuss this publicly? It came up on a fast track with the AOG. Much background and back and forth discussion between Board and public.

DM: We have to complete these projects since contracts have been signed with the Governor's Office of Economic Development. The two Librarians at Green River and

Orangeville have been very much involved in how this will work.

Public – How long have you guys been working on this? Late August, DM has been working with the two librarians: Green River and Orangeville on a very the short timeline.

Public: Why was the Library Director writing the grant? A: DM did not, BTAC wrote it and created a partnership to do this.

(2:15 on the recording)

Public - Emily White: Transparency is the key here. Many were not aware of what was going on. Meetings were behind closed doors. And, 'shame on all of you for voting' in Bill Dellos as a Board member. Questioned his efficacy on the Board.

DH: concerned about a lot going on and not being involved as the iHubs evolve. Can we communicate better via other means? Gotten a lot of answers today. So much grief could have been avoided. She is much more comfortable now. Lots of concerns, still. Details to be worked out but we need to be put on the same page.

MAW: Yes, agree that we were not always informed to the best level. We learned a lot today.

Public - We are in a community that has put a lot of resources into communication. Use the schools to communicate, talk to your teachers, students, parents. With better communication, there would be less worry and misinformation out there.

CC: Trying to extend hours, Board is NOT going to shut any library down. Asking all to put the word out there about all of these things. Personally say DM was selected by 3 of these

Board members and we support her and approve of the job she has done.

Public: I appreciate the information today. 'You are totally on your game.'

DM: A huge thank you to Commission – ADA bathrooms, furnace, air conditioner, great support from the commission.

CC: Yes, thank you for the time and support we have been given by the Commission. Example is the sidewalk at Huntington; they are taking care of this.

Public: Thanks from a number those present at the meeting.

CC: Please squash the rumors out there. Log in to the meeting and listen to the meeting.

BD: His appointment went through all the procedures to be on the Board.

Public: Sarah Bryant, SE Education Service center in Price. Media specialist to 4 school districts and manages the Overdrive library. She is here in support of librarians. Meets in Emery 4 times a year. Thinks Board is doing things right.

16. Adjourn. BD: motion to adjourn and MAW: second. All voted in favor. The Board adjourned at 11:32 a.m. Next meeting is in April. Respond to the email DM will send out.

Submitted by: Mary Ann Wright on February 3, 2020.

Signed by: Board Chair, Carolyn Carrasco

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On Date: _____

Attachment 1:

Signed public attendees at the meeting: Name, City (Affiliation)

(*Some letters on sign-in sheet were not decipherable by this note taker*. *Placement of ??? by names*.)

Mary Ella Fowler, Huntington

Cathy Cowley, Huntington

Jody Sitterud, (CVMS), Huntington

Sara Bryant, (SE Education Service Center), Price

Laura Cox, Huntington

Julie (?) Rich, Orangeville

Edward Geary, Huntington

Janet Geary, Huntington

Shanda Winget, EHS, Orangeville

Diane Carter, Castle Dale

Brandi Tuttle, Orangeville

Laurie Rogers, Castle Dale

Lisci (?) Chamberlain, Castle Dale

Josh White, CD

Emily White, Castle Dale

Staci Moss, Orangeville

Attachment 2: 10 Reasons Why People Need Libraries in Emery County