

Emery County Library Board
Minutes for Meeting on May 4, 2022 at 9:00 am
Canyon Room, Emery County Administration Building, 75 E Main ST, Castle Dale, UT 84513

Board Members: Carolyn Carrasco, Bill Dellos, Justin Queen, Tanie Worthen, and Gil Conover
Director of Emery County Libraries: Desirée Malley

01. Welcome

Carolyn Carrasco called the meeting to order at 9:09 am and welcomed those present: Bill Dellos, Tanie Worthen, Justin Queen, Commissioner Conover, and Desirée Malley.

02. Public Comment (Limited to 3 minutes per person)

No public comment was made.

03. Ratification of Emery County Library System FY2022 Budget

Carolyn stated that the FY2022 Budget was emailed to all of the board members for review, and she did not have any questions. Desirée asked Justin if he had a comment to make, and he stated he did not. Justin thanked Desirée for sending out the budget in advance of the meeting as he had previously requested. Desirée stated that the Clerk/Auditor did not include the lines for the chromebooks and hotspots project, but the line for the retirement benefits was created. Desirée stated that, though the lines were not created, the money is still there, and the board wants to set the money aside each year in the budget as was committed in the grant applications. Desirée stated that setting aside money each year to replace aging technology is important because it allows the libraries to continue offering circulating technology. Carolyn asked about the Xeriscaping Projects line in the budget. Desirée stated the Xeriscaping Projects line was from a prior project (possibly a grant) that occurred before her tenure with Emery County. Desirée stated that, in the future, if the board wanted to undertake a xeriscaping project at one of the libraries, the board could place funds in that line as a way to designate those funds to use for a xeriscaping project. Carolyn asked Desirée if she had been looking at this. Desirée stated that she is looking for grants to assist with possible xeriscaping projects, mentioning that Rocky Mountain Power did have a grant that might pay for xeriscaping and had discussed trying to apply to xeriscape at one library each time it is available. Desirée stated that Utah State Library (USL) is not going to fund a xeriscaping project because they believe local funds should pay for this type of capital improvement project. Desirée stated the libraries can continue to look for grants to assist in paying for xeriscaping projects. Carolyn asked about the landscaping at the Orangeville Library. Desirée stated that she has asked Kyle to look for solutions to the water flow issue at the Orangeville Library before we address any other issue because resolving the water flow will likely affect the landscaping. Desirée stated Melodie Hoffman suggested aerating the lawn to help with the unevenness; however, Desirée stated Kyle's desire to address one issue at a time. Desirée stated that Emery Telcom was supposed to put sod on the portions of the Orangeville Library lawn where they disrupted it to run fiber, but Emery Telcom has not returned with the sod they promised. Commissioner Conover suggested that Desirée place a call to Emery Telcom because they will take care of the issue if they are aware it is unresolved. Carolyn asked who owns Emery Telcom. Comm. Conover stated that the company is not a corporation, rather, it is owned by its members. Carolyn Carrasco asked who is in management. Commissioner Conover stated Brock

Johansen is. Tanie moved to accept the FY2022 Budget. Bill Dellos seconded the motion. Motion passed 4-0.

04. Discuss/Approve/Deny Internet Access Policy Reaffirmation

Carolyn stated the policy was emailed out prior to the meeting. Desirée stated that the policy is supposed to be reviewed every three years by the board and reaffirmed. Desirée stated the policy does need some revisions due to items that are outdated and asked if anyone has any suggestions regarding the policy. Bill asked if he received a policy because he thought he recalled reading it. Desirée Malley pointed out the policy to Bill. Carolyn asked Justin what he was questioning in the policy. Justin stated he had a few questions as he read through the policy. Justin stated that the screen time limit is not really observed at most libraries and asked if it needs to be in the policy. Desirée stated that the rule exists to allow the staff the option of limiting screen time if the limits are needed (i.e., in the summer when children come to game at the library, and there are not enough computers for all of the children to use at one time). Desirée stated that she has asked the library staff not to enforce screen time limits if there are no other people waiting to use the computers because we would prefer a resource be used rather than being left unused. Desirée stated the wording in the policy could be clearer and asked at what page Justin was looking. Justin stated Internet Rules number 6. Desirée stated that the reason the policy states “may” is to allow for the library staff to use their discretion. Desirée stated that Justin may recall that some of the libraries are offering gaming times, so time limits on computer use assists them in all of the participants getting to have equal access. Justin stated that he did not feel the policy is too outdated. Desirée stated that there are a few items that need to be fixed. Justin stated that, since Desirée sees the policy everyday, she likely is more aware of the issues. Desirée stated she would like to strike the paragraph that begins “The Library Board has approved the use of iBoss...” because the Information Systems (IS) Department is no longer using iBoss for filtering because the system became outdated and was too costly to update. Desirée stated striking that paragraph allows Jeff and his department the freedom to determine what filter they will use without having to change the policy. Carolyn asked on what page the paragraph Desirée is discussing. Desirée stated the policy does not have numbers, but it is on the fourth page at the top. Desirée stated the policy discusses filtering and naming the filtering software/hardware that will be used is not needed. Desirée stated removing this paragraph removes the need to update the policy every time the IS Department makes a change. Desirée stated that she is hopeful the libraries will be returning to iBoss soon because Utah Education and Telehealth Network (UETN) is going to pay for iBoss cloud filtering, which will allow the filtering of library devices when they are not using the library’s network. Desirée stated that making significant changes to the policy right now is premature because there are several questions that remain unanswered that will affect the policy in the future. Desirée stated that she feels that it would be best to continue with the current policy for now and undertake a serious revision of the policy once remote filtering is in place because then the policy can then address the issues created by remote filtering. Justin agreed. Desirée stated waiting until UETN enters into a contract is in the best interest of all parties. Justin asked if the mobile devices that utilize the library’s network are unable to be filtered. Desirée stated that all devices that use the library’s network are able to be filtered; she stated that, if a device is not using the library’s network to access the internet, the libraries do not have a way to filter at this time, with the exception of the chromebooks, which are using Emery County School District’s remote filtering to make them CIPA compliant. Desirée stated that the tablets and Kindles owned by the library are not filtered currently once those devices access the internet outside of the library’s network, which is why those devices are not checked out to children. Justin asked if the hotspots

have a filter. Desirée stated the Verizon hotspots have a filter, but AT&T hotspots do not. Desirée stated she hopes that the new filtering options from UETN will allow the libraries to discontinue use of Verizon's filter option. Carolyn asked about the statement that begins "Patron computers will be shut off at 5:00 each night or thirty minutes before..." Desirée stated there are things that could be fine tuned with the policy, but a complete overhaul today would be a wasted effort due to the impending changes. Desirée stated a desire to reinvision the policy once the changes are made to make the policy more concise. Desirée stated that many of the policies of other libraries are two page documents, and Emery County's is eleven pages long. Justin agreed and noted that some of the pages in the policy are forms. Carolyn asked if the librarians have a copy of the policy. Desirée stated all library staff have access to a copy of the policy because it is in the policy manual at each library. Justin asked what worms are. Desirée asks for the page Justin is reviewing. Justin stated the Internet Rules page. Desirée stated that she is guessing they are discussing software like viruses, but worms might have been part of the vernacular to discuss malevolent software when the policy was written. Justin noted the policy reads like it was written in 1985. Desirée stated that she has noted some indications that the policy was written a while ago due to capitalization and word usage. Desirée stated that basic updating of terms and words to include modern usage would not be considered a major revision. Desirée stated that she would like to include information on social media use in the future version of the policy. Desirée stated that striking the portion of the policy that states costs would allow the board to avoid having to update multiple policies each time the cost of printing changes. Justin asked if that portion of the policy could be stricken now. Desirée stated she feels that does not change the essence of the document, and she will send a redlined version of the document to the County Attorney for approval. Bill asked if all of number 4 would be stricken. Desirée stated that she felt they should leave "A patron may print from either the internet or a document on which s/he have been working" and strike the rest. Bill agreed with the proposed change. Desirée stated that placing fines and fee schedules in one policy makes it easier to make adjustments as needed, rather than requiring each policy to be updated anytime a change is made. Justin stated that it is difficult when you have to revise six documents to make one change. Desirée asked if anyone has any other issues they want to discuss with the policy. Justin stated that his main concerns, including the worms, have been discussed and stated there are just a few grammar issues that need to be corrected. Desirée stated that, if the board would like the section on worms sticken, she can insert viruses in the place or request better language from the IS Department. Bill and Carolyn stated they feel viruses is a better term. Justin stated that the use of "worms" is funny, but it makes the policy feel unclear and outdated. Desirée noted that the nature of technology makes this policy become outdated quickly because a lot changes in ten years. Bill asked what word will replace "worms" in the policy. Desirée stated she wrote "viruses" for now and Justin suggested "malware", so she will ask the IS Department for the appropriate term(s). Desirée asked if anyone had any further questions. Carolyn asked if anyone was willing to make a motion. Justin motioned that the policy be accepted with the changes specified by the board. Bill seconded the motion. Motion passed 4-0.

05. Discuss Emery County Library System Strategic Plan

Desirée stated that, prior to the last meeting, she emailed out a document that lists the goal statements created by the board as well as some proposed actions under each statement. Desirée reviewed the document to the board. Desirée stated the information gathered from the meeting with the librarians is not included in the document because she wanted to give the board the opportunity to reflect on what they heard and add information to the document. Bill asked how long does it take for law enforcement to respond when they are

called out to a library. Desirée stated that Sergeant Bell recently spoke at the administrative meeting for librarians, and he stated the average response time would be five to ten minutes maximum depending on the location of deputies when the call was received. Desirée stated Sergeant Bell reminded librarians to call law enforcement anytime they feel unsafe. Desirée reviewed some of the ways Sgt. Bell discussed for library staff to reach out to law enforcement for assistance, including texting a location, calling and leaving a line open, and calling with Siri. Carolyn stated a few years ago the libraries worked out that if a library staff member called dispatch and said, "This is Orangeville Library (or whatever branch), and your book is in," that law enforcement would respond to the library the caller identified. Desirée stated that Sgt. Bell is unsure the current dispatcher would be aware of this protocol and suggested the library staff meet with the person in charge of the dispatchers to clarify and establish a distress call. Desirée reviewed several other pieces of information shared at the administrative meeting with the board regarding overall safety. Desirée stated Sgt. Bell shared that there has been an increase in mental health issues since the beginning of the pandemic and stated that calling law enforcement facilitates getting people in crisis help. Carolyn shared a recent experience she had with someone who was having a mental health issue. Desirée shared some of the other pieces of advice Sgt. Bell gave to the librarians based on experiences the librarians shared with Sgt. Bell. Desirée stated that even though many of the library staff would like more training on how to deal with people in crisis, the bottom line is that library staff should always reach out to law enforcement for assistance because they are trained to deal with these situations and are able to address the many complex issues at play. Commissioner Conover stated that law enforcement is receiving training continually on handling varied situations and stated that there is a national and state mandate for more training for law enforcement on assisting in situations with people who are having mental health issues, with a focus on de-escalation and avoiding violence. Carolyn stated mental health issues are huge in our current world. Commissioner Conover stated he believes these issues have always existed, but we are more aware of them today than we were in the past, which is a good thing. Carolyn stated she feels people are more stressed than they were in the past, causing anxiety, and that is affecting mental health. Carolyn asked if arrangements can be made for the library staff to meet with dispatch managers. Desirée stated she will work with dispatch to arrange for a meeting with the library staff and stated she will add a statement under the safe spaces about staff contacting law enforcement anytime they feel unsafe. Bill asked if there are two people in the libraries at all times. Desirée stated that is not possible due to the limited number of hours the assistant librarians are able to work. Carolyn stated the assistant librarians may work up to 19 hours per week. Desirée stated 29 hour librarians work at least 10 hours without an assistant and 40 hour librarians work at least 21 hours without an assistant each week. Carolyn asked if the librarians are able to work the assistant librarian's schedule to have them present for the extra hour they are open on their late night. Desirée stated the librarians have the freedom to work with their staff to arrange schedules, so it is entirely up to the librarian to determine the best use of their staff. Carolyn stated that the staff does have options available to resolve issues of feeling unsafe due to working late nights. Carolyn asked if the plan is ready to be adopted. Desirée stated that she wants the board to have more input before we approve anything, including hearing Justin's thoughts. Justin stated he has some notes from the meeting with the librarians that he would like to add to the Google Doc before we move forward. Justin stated he felt like adding notes to the document is more effective than just talking about all of his notes at this point. Desirée stated her desire for the board to add information and thoughts to the document to assist in moving forward with the strategic plan because this should be a collaborative process with the board moving forward as a team with a shared vision. Commissioner Conover stated that the bullet points under each topic helps set up actions to accomplish goals over time. Desirée stated the columns will allow the board to set actions over time so all actions do not

have to be accomplished in a single year, instead, actions may build on each other over time. Desirée discussed how other library systems are monitoring progress on their strategic plan using color coding at a year end assessment. Bill asked if we have determined the age on all of the furnaces and other components in the libraries. Desirée stated that will be the goal of the needs assessment: to determine the age and condition of the various components of each library's system. Carolyn asked who would perform the needs assessment. Desirée stated we had previously discussed using Justin Snow, but Kyle Scow may feel qualified to perform the assessment. Carolyn stated she likes Justin Snow and has had multiple good experiences with his work and service. Desirée mentioned the roof on the Emery Library has also been discussed, so we may want to add it to the list. Carolyn asked how the roof on the Emery Library is doing. Desirée stated that it is holding its own for now, but she would like to have Kyle evaluate it to determine its status. Bill stated he would like to know the age of things to help evaluate the future needs. Desirée stated that her biggest concern is not allowing components to become so old that they become unsafe, which is what happened two years ago at the Castle Dale Library when the furnace began leaking carbon monoxide, making the library unsafe. Desirée stated we installed detectors after that experience, so it should never happen again. Carolyn asked if there are detectors in all libraries. Desirée confirmed there are detectors in all libraries. Carolyn asked if the Orangeville Library water flow issues and settling can be added to the plan because it needs to be addressed this year. Desirée stated she will add it to the plan. Carolyn stated concerns about the children who ran the fourwheeler up the new sidewalk in the rear of Orangeville Library. Commissioner Conover stated we could speak with Kyle to see what could be done to prevent that from occurring again. Desirée stated another project the board has discussed is replacing the signs at all of the libraries. Carolyn asked which library has the post that has been almost eaten up by the weed eaters. Desirée stated she believes that is Emery Library. Desirée stated the signs are aging and starting to deteriorate, like Castle Dale Library's sign, which was removed last year after the sign split and was no longer legible. Desirée stated that Jeff Guymon recommended finding someone locally who could fabricate the signs, which would allow us to replace the signs over time as the funds are available. Commissioner Conover stated that Sign Edge could provide a quote for this project. Desirée stated she would like to use a one-stop shop that could make the signs and install them to keep all of the signs uniform at all buildings. Carolyn asked if anyone has any further suggestions. Desirée stated she is excited to see Justin's notes to allow them to be discussed at the next meeting. Desirée stated she is excited about finalizing the strategic plan because it is about not only fixing problems but looking at the possibilities for the future. Commissioner Conover stated that anyone who uses Google can add to the document easily. Desirée stated all of the board members are editors and should be able to add to the document. Bill asked if it would be possible to get a buzzer button to push to contact law enforcement in the libraries. Desirée said she can investigate the cost of a panic button system. Bill said he feels like a physical button would help the librarians feel safe. Desirée stated that the Utah Courts had physical buttons when she first began working, but they eventually moved to a wireless button. Desirée stated she could discuss that system with Jeff. Commissioner Conover stated that the systems at the libraries and the Sheriff's Office are intertwined, so that should be possible to make happen. Desirée stated another goal is to work on the cameras and have them tested daily when they enter the building each day. Bill asked which library is the most at risk for people coming in, noting Green River has the people coming in on buses. Desirée stated that each library has its challenges. Carolyn stated Emery Library. Desirée stated that Emery's proximity to the Interstate is a factor, and Huntington Library is on Highway 10, which has its unique challenges. Desirée stated that she does not believe any of the libraries are dangerous places. Desirée stated people are coming off the desert and visiting Elmo Library, which has been positive for Elmo Library. Desirée stated the libraries are public places, and all people

are welcome. Carolyn stated that the staff has felt unsafe in the past and not called law enforcement, which is what they should have done. Commissioner Conover stated that is a personal issue that people have to overcome; all we can do is educate. Carolyn agreed. Desirée stated that the message she is emphatically given her staff is to call law enforcement first when they feel unsafe. Then, once they are safe, they may reach out to Desirée and complete an incident report to assist in evaluating the situation and help prevent issues in the future. Commissioner Conover suggests everyone get onto Google Docs once they think of something.

06. Discuss/Approve/Deny recommendation to reappoint Carolyn Carrasco for a second term

Desirée stated that Carolyn's term ended on December 31, 2021, and she is eligible for a second term. Desirée stated that the board may recommend the Commission appoint Carolyn for a second term if they desire to do so. Tanie motioned that the board recommend Carolyn be appointed for a new term. Commissioner Conover seconded the motion (as did Justin and Bill). Motion passed 4-0.

07. Adjourn

Desirée provided information on the recruitment of the new board member. Carolyn requested the next meeting start at 10:00 am rather than 9:00 am. Desirée said she can change the time for the next meeting on August 3, 2022. Bill moved the meeting be adjourned. Commissioner Conover seconded the motion. Motion passed 4-0.

Individuals are invited to participate in the public comment portion of the meeting. Individual comments will be limited to three minutes with up to three minutes follow up for the Library Board to ask questions regarding the comments. Once the public comment portion of the meeting is concluded, individuals will not be allowed to address the Library Board unless listed on the agenda.