

MINUTES: EMERY COUNTY LIBRARY BOARD MEETING

HELD AT: Canyon Room, Emery County Administration Building, 75 E Main ST, Castle Dale, UT 84513

ON: December 7, 2022. Called To Order at 4:35 PM

Board Members Present: Carolyn Carrasco, Bill Dellos, Tanie Worthen, Keera Justice, Kaye Nelsen, Gil Conover

Other individuals present: Lane Taylor as the IT Representative, Kyle Scow (arrived late) as the Maintenance representative.

Director of Emery County Libraries: Desiree Malley

01. Welcome: Carolyn called the meeting to order.

Thank you to Gil Conover for his support and Commissioner

02. Public Comment: No public comment

03. Information Systems Report (Lane Taylor)

As Kyle arrived at the meeting late it was decided to have an IT report before Maintenance.

Lane was available for the board to ask questions regarding IT

Carolyn questioned if all the cameras in every location were working. Lane stated that he believed that they were.

Carolyn asked how long film was kept on each of the cameras. Lane stated that 2-3 months is the shortest amount of time that recording are kept before they are lost

Carolyn questioned if the libraries have shut down the ability for the public to use the computers for bad things. Lane stated that regarding the computers in the libraries, there are content filtering and firewall rules and deep freeze applications that limit what the machine is able to do and it will erase content when it is restarted. Desiree stated that Clinton is working with UEN to create filters for the Ipads and laptops so they can be taken off site and still be compliant with CPA. We are hoping for January. There may be an option to change it to what the library uses in the future depending on how it works.

Carolyn stated that there were a ton of little kids waiting to get on the internet at the Orangeville site when she last visited.

Caroyln stated that she worries about the libraries being safe. Lane said that there are deputies that are on duty in the county that when there have been issues in the past have responded within a handful of minutes. Tanie mentioned that the librarians have been told that if they are slightly uncomfortable they should call 911.

04. Maintenance Report (Kyle Scow)

Emery has a chemical smell problem. This is an issue for the whole block and not unique to the library. The City and the Fire Department are also working to figure it out. He checked the sewer vents and they look great. At this point it just seemed to be inconvenient and does not affect the ability to work.

The roof is going to be replaced in Emery.

The sprinklers are working and the filters are clean. He took a compressor and blew them out with air to avoid problems when the water came on.

The Board recalled how Cleveland has had issues in the past with animals in the crawl space. This was cleaned out and the entry point was taken care of at the time of the issue.

Kyle Scow mentioned that the Emery building does not have a very large crawl space and it makes maneuvering under the building very difficult.

05. Discuss/Approve/Deny approval of May Minutes

Carolyn did not see any corrections. She asked if everything was completed. Desiree said that most of the items were but some of them are still being worked on.

Bill moved to accept the minutes as written. Tanie Seconded. The motion passed unanimously.

06. Discuss/Approve/Deny approval of August Minutes

Carolyn was happy with them. She again wondered if everything had been accomplished. Desiree stated that some of it has but we are still working on others.

Tanie moved to accept the minutes as written. Bill second. The motion passed unanimously.

07. Ratification of acceptance of Amendment #1 to ARPA Physical Collection Support Grant Contract #212597

Desiree stated that the Utah State Library provided Rescue Plan Act funds to purchase physical materials to help with COVID and Budget cuts. Desiree applied for and was granted \$12,000. She applied again and was awarded \$5,500 of additional funds.

Tanie moved to accept the grant. Bill seconded. The motion passed unanimously

08. Ratification and acceptance of the Borrower's Support Grant for FY2023

Desiree stated that this grant allows people to have interlibrary loans without having to pay for it. The libraries were awarded up to \$1,330 in postage and shipping cost. This is for July 1, 2022- June 30, 2023.

Tanie motioned to accept. Bill Seconted. Passed unanimously.

09. Ratification of acceptance of the Hot to Trot(spot) Grant for FY2023

Desiree stated that in 2020 Utah Education Network made funds available from COVID funds to purchase hotspots. We purchased 39 ATandT and 50 Verizon hotspots. Last year they were funded fully. There has been a reduction, but they did give us a reimbursement grant of up to \$36,296.04

Bill motioned to accept the grant. Tanie Seconted. The motion passed unanimously

10. Ratification of acceptance of the Beehive Library Consortium Memorandum of Agreement (MOA) for 2023

Desiree stated that this grant is how we get the Overdrive services. This year we paid \$1,316. This is based on usage. It has gone up from \$1,000. This raise in cost is a good thing as it means that usage has gone up. Half of the money that is paid goes to the state library and is used for purchasing and admin. The other half goes to Emery County Libraries to make purchases. When the library makes a purchase their patrons get first access to those books. We have been able to use those funds to do great things.

Tanie motioned to approve. Bill seconded. The motion passed unanimously

11. Ratification of acceptance of the Diverse Picture Book Bundles from Utah State Library (USL)

Desiree stated that the Utah State library as part of an LCA project purchased 10 picture books and gave them to 20 libraries. 5 of our libraries were awarded these bundles to be added to circulation: Castle Dale, Cleveland, Elmo, Ferron, and Orangeville.

Tanie Motioned to accept. Bill seconded, passed unanimously

12. Ratification of the acceptance of PBS Utah 2022 Reading MArathon Mini Grants for Castle Dale Library, Green River Library, Huntington Library, And Orangeville Library

Desiree stated that this is for a November reading marathon. Castle Dale did "Wild about Reading." They were awarded \$500, Huntington did a Polar Express theme and was awarded \$500. Orangeville did "Reading Land " based on the game Candy Land. They were awarded \$500, Green River applied and didn't think they got it so they have permission to do it in January.

Bill moved to accept the grant. Tanie seconded. The motion passed unanimously.

13. Discuss/Approve/Deny acceptance of 2022 Emerging Technology Maker Cart Grant Projects for Huntington Library and Orangeville

Desiree stated that Castle Dale and Emery were awarded this last year. This is a reimbursement grant for up to \$2,000 to purchase materials for a Maker Cart. They also become part of a consortium and get to attend some training sessions.

Tanie motioned to accept the grant. Bill seconded. The motion passed unanimously

14. Discuss/Approve/Deny recommendation to Emery County Commission to appoint Tanie Worthen for new term (2023-2026)

Bill motioned to recommend Tanie, Keera Seconded. The Motion Passed unanimously

15. Discuss FY2023 Budget

Desiree opened the floor to Gil Conover to explain the tax issue with Rocky Mt. Power. Gil stated that Emery County has to repay Rocky Mt Power back for taxes they paid based on their protest settlement. The tax commission has their own rule for centrally assessed property and Rocky Mt Power protests their taxes every year. They settled the protest for 2015 last year. After settling 2015 they have gone through and settled years 16-22. This means that there is a payback of 6 million dollars. Emery county had the majority of this because they have the most Rocky Mt. assets. To pay this back there were two options: a one time tax levy. Of this, Rocky Mt. Power will pay 60 %. Or the county could just pay back Rocky Mt. Power through surplus funds. Gil also stated that this happens every year but this year is unique in that the payback is for 6 years worth of taxes.

The commissioners decided to payback the funds through surplus funds from the Tax Entities. After discussion with lawyers they got it down to 3 million. \$750,000 is to be divided among the taxing entities. \$119,400 to be paid back from the libraries. Desiree stated that we do have that reserve in surplus. The past two years we have been able to put funds into the fund balance. We are in a better position from when Desiree started. We have the money available to pay for this without being crippled by it. Desiree feels that this payback is what is best for Emery County as it allows them to avoid a tax levy.

Carolynn felt that it would benefit the county to have that money set aside already to pay that money back.

Gil stated that it is hard to plan for as you never know what that number is going to be. If you do a one year scenario it is a lower number but this was 6 years so it makes it difficult to plan for.

Desiree said to put it in perspective neither she nor Gil were in their positions in 2015 so there was no way for them to plan for this.

Carolyn Stated that she was at the budget meeting with the commissioners. Desiree stated that most of the budget was kept the same as previous years. There was a little added to utilities in anticipation for those costs going up. Derseree added extra to increase salaries and benefits. We try to stick with Emery county so if they increase the libraries can increase. The budget will be finalized on December 13. Carolynn would like to increase the pay for library assistants. Gil said that they are paid on the Emery County salary basis. If we were to increase their pay we would have to increase pay for all the Emery County employees with that pay classification and there are a lot of employees that fall into that range. Desiree stated that she has looked into this and it would cause more problems for the libraries to raise their wages then it would be to stick with the Emery county salary schedule. Currently the libraries have all of the protections of Emery county and part of that is having their payscale. The County is looking for long term solutions to this issue. Carolynn expressed that a lot of other places are paying a more competitive rate. She feels that it is extremely low wages and that it is causing a turnover. Desiree stated that one of the ways that it could happen would be to absorb the custodial position and the assistant would take on those duties and be reclassified. This would cause their pay to go up. This was not something that Desiree wanted to discuss at this time but she wanted the board to be aware that it was an option.

Carolynn stressed that the cost of living is so much higher today than it was a year ago. She feels bad for the part time employees.

Gil stated that the thing to help them would be revenue. The way to do that would be to get more businesses in the area. This would create a higher tax base. Caroyln asked about the business on Coal Haul Road. Gil said that it is supposed to help but it will take some time to get going and while it is not helping at the moment but it will hopefully in the future.

Desiree stated she felt that we owed the library employees the conversation regarding pay raises but not necessarily the raise. They looked at it honestly and they are doing the best that they can. The budget is set and we have to work within the limits that we have. We want to be mindful of the long term consequences.

Carolyn knows that a lot of work went into the is. Desiree said that they are working on this and we will see what the final budget is once it is set.

Carolyn voiced a concern with the library hours. Each library has a day when they are open late and she would like to have a number count about how many people we are seeing during that time. She is worried about the Librarians' safety. Desiree stated that we have to open so many hours outside of the 9-5 hours in order to be certified as a library. If we are not certified as a library we are not open to grants. The commission also feels that we need to be open so that people who work 9-5 have the opportunity to use the library. Whether they chose to use it or not is another matter but they have to have the opportunity.

The board looked at the usage numbers. Desiree stated that The State Library changed how they are reporting programs to looking at programs for people: 0-5, 6-11, young adult, adults, and general programs. Because of this we had to adjust to match statistics and that is why the numbers changed. One change that was made was reporting people who were there for an extended amount of time for example: if some people came in at 4:30 they were marked but they didn't mark that they were still there at 5. Desiree stated that the libraries are trying to figure out how to keep statistics for Emery county and the State without numbers being skewed. The goal is consistent data. The Board discussed the date for people coming in after 5. Desiree stated that we may not like people having to be there late but we do have to have the opportunity for the community. We need to find a balance between doing what is best for us and what is best for the community. Right now we are not technically in full compliance with the state guidelines as we are not open on Saturdays due to COVID. The employees have not had to work on Saturdays for 3 years now but that may change in the future. We are keeping the statistical data and we can readdress in the future. Desiree mentioned that some have asked to return to earlier hours so people can come in before 9 am. Carolyn stated that she knows that life begins at 5 am and some want to check the mail first thing and go to the library but the mail is not in until 10 and people may need to make adjustments to what they are doing.

Carolyn is worried that the economy is going to crash and she feels bad for the people who are not making it. She knows the Bishop's storehouse is feeding more people than ever. She also said that the libraries are doing more than other libraries than those in areas such as Overton, Nevada and California. It has been said that we are like a playground but we are just trying to do the best for the kids. Desiree said that providing a safe place for the kids is a service that the libraries are proud to provide.

16. Discuss Emery County Library System Strategic Plan

Desiree would like to pass the strategic plan at the next meeting. Not everything is going to make the list but we can choose what we think is going to be the most important. Think about what we want as a goal and what are the actions to achieve that goal so that when we are looking at funding we know what the priorities are. Carolyn mentioned she would like to have self defense training. Everyone is welcome to look over the strategic plan document and add things that they would like added. Desiree is going to share the document with Keera so that she has it.

17. Director's Report

Desiree gave the following update:

Elmo's carpet has been done and the ceiling was repaired

The mandatory GRAMA training is coming up and all the board members need to attend. It is scheduled for January 24th. Desiree is going to send out the information.

She is also going to send out the new schedule when we get the new commissioner set in place.

We did apply to be in a program with the Utah State Library to be a part of the program called Digital Me. It will start in 2024 there will be an employee who will be in charge of teaching people how to use programs such as Facebook and Instagram.

We are also working on getting the AEDs put in the libraries and we are looking to offer CPR classes

The website is still being worked on. The libraries are starting to embrace it and get more information out to the public.

18 Adjourn

Gill motioned to adjourn. Tanie Secotced. The motion passed unanimously.