

Salt Lake County Library Board of Directors
August 23, 2021
Approved October 25, 2021

Attending: Kristin Covili, Chair; Sam Klemm, Hollie Pettersson,

Excused: Nancy Thorne, Cindy Mecklenburg, Sandra Osborn, Chelsea Lindbeck

Others: Jim Cooper, Erin Rigby, Michael Christensen, Susanne Jones, Carol Ormond, Russell Snow, Pamela Park, Matt McLain, Jennifer Fay, Christa Warren, Sara Neal, Megan Smith, Alexis Alires, Robin Chalhoub, Kathy Christiansen, Maggie Mills

Kristin Covili opened the meeting at 12:45 p.m.

Jim Cooper requested a motion to recommend the disposal of real property owned by Salt Lake County, located in South Salt Lake, Utah at 3331 South 500 East (Tax ID No. 16-30-476-050), containing approximately 4.89 acres be conveyed to the Municipal Bond Authority subject to reimbursement by the Municipal Bond Authority for the property to be conveyed.

Jim asked Megan Smith for her opinion since we don't have a quorum. She recommended an emergency meeting. The public would need an opportunity for open discussion. Could we do this by email?

Welcome – *Erin Rigby, South Jordan Library Manager*

The Board hasn't visited South Jordan Library since 2018. The staff provides a variety of programming opportunities.

- S.T.E.M. family nights
- They piloted a Memory Care program which has become recently has become a system event.
- They did 300 Take and Make crafts a week.
- Some of the S.T.E.M. programs were done virtually.

They'll soon be bringing the play space back to the large meeting room

The building just recently got new signage, security cameras, and LED lighting.

They'll be participating in the South Jordan Summerfest Parade on September 18.

Approve Minutes from the June 28, 2021 Board Meeting – No quorum to approve minutes

Public Comments – No public comments

Correspondence – No correspondence

NEW BUSINESS

Preview Performance Audit – *Jim Cooper, Library Director*

The County Library and the Treasurer's Office were selected by the County Council to be the first organizations for performance measures audits by the County Auditor's Office. The purpose of the audit is to understand if our outcomes are relevant, timely, complete, and consistently reported. We recently held the entrance conference with the auditor's staff.

Jim reviewed materials we provided. They asked for an organization chart, contact information, and strategic plans. We also provided county and state ordinances, went through our strategic focus, a map of service locations, the population that has a library card, our key indicators, board reports, and CountyStat reports. They have taken the information back and will evaluate what we provided. We'll be having additional conversations with them. We're well versed in what outputs and outcomes are. They may examine how our Polaris system provides reports to us. We'll continue to report to the Board on the audit process. The auditor will report to the County Council when the audit is completed. We will make adjustments based on their recommendations.

Preview Programming Plan – Matt McLain, Associate Director Community Engagement

- In May we told the staff to prepare to do in person programming in September.
- The Leadership Team has asked staff to do programming outside for children 11 and under.
- We've posted signs encouraging the community to wear masks.
- We're requiring staff to wear masks.
- We'll provide an update to staff in mid-September.
- We're monitoring trends.
- Vaccinated populations (adults and teens) can have indoor programs.
- Meeting rooms can be used as previously for vaccinated populations.

Jim Cooper said we continue to do virtual programs and outside children's programs for ages 11 and under. We're intending to do this through September. We'll continue to monitor advice from the Mayor's Office and the County Council, and adjust when and where we need to.

We're renting the Viridian. We haven't imposed any mask mandates or vaccination requirements. The organizers make their own recommendations.

We have seven ZOOM programs happening each week and are continuing Take and Makes.

Facilities Master Plan – Jennifer Fay, Associate Director Public Services

We've been researching the current state of our facilities and how we see them developing over the next 20 years and how we will respond. "The objective of the plan is to guide planning, decision-making, and capital investment in our facilities over the next two decades, in conjunction with the Library's long-range fiscal plan". The report is in the final stages but these are recommendations based on the plan. This is a living document that will continually be updated.

- The Service Area shows crossover use of various branches.
- The growth map shows that the I-15 corridor around Midvale, and south and west benches are big growth areas.

Design Guidelines for future facilities:

- Design for People – Buildings will be designed for the way people use the space rather than around collections as they have been traditionally.
- Design for Equity – Buildings will expand library access in an inclusive manner.
- Design for Community – More space will be devoted to community gathering and meeting spaces.
- Design for Innovation – Spaces need to be flexible and designed for future needs.

Our Facilities department did an assessment of each of our existing buildings, taking into account the condition, location, accessibility, size, and spaces for various activities.

Jennifer reviewed a list of potential future building projects: West Valley, Midvale/Technical Services, Whitmore, Riverton/South Valley, Sandy, and Taylorsville.

We're also considering alternative services for outlying communities, Brighton, Emigration Canyon, Copperton, and Alta, where we'd be looking at book lockers and other types of delivery services instead of library buildings.

Sam Klemm asked for a timeline on the building projects.

Phase 1 – West Valley and Midvale/Technical Services - 5 years to be operational

Phase 2 – Whitmore and South Valley - 5-7 years

Phase 3 – Taylorville and Sandy – 7-ten years

This is a basic road map of where we are headed.

We don't have a financial timeline yet. We'll be talking with Department Director about recommendations later in the week. Then it will be sent to the Mayor's Office and to the Council from there.

Jim Cooper said that we are building this into our long-range plan but haven't developed it yet. We have identified the needs and are still working on how they would be financed. We're looking at new market tax credits, a fourth tranche of a bond. There are lot of variables in planning that can complicate and delay things.

Jim's charge in developing the facilities plan was to identify our needs in the coming 5, 10, 20 years and develop a road map. We'll figure if and how we can pay for it when the time arises. When we publish the plan we'll review it through the Mayor's Office, the Council and bring it to the Board.

Jennifer Fay said this is just an assessment of our needs and how to balance the needs of our aging infrastructure with the rapid development in the southwest area.

Jim Cooper said when we look at the financing we have to balance repairing or replacing some of the infrastructure at these buildings and asking if it's worth the investment to remodel a building that is failing. He cited Technical Services as an example as a critical service that we can't function without if its current location fails. We want to be prepared for all eventualities, understand what the road map looks like, and provide the Board, the Mayor's Office, and the Council with information about what our needs seem to be, and get feedback from the public, the Board, and all parties. This is our best guess for moving forward. We're happy to take input from anyone about what their perceived needs are.

OLD BUSINESS

Board Member Update – *Jim Cooper, Library Director*

We currently have two vacancies. We've taken applications, evaluated them, and provided supplemental questionnaires. We've sent our recommendations to the Mayor and are waiting for word from the Mayor's Office. Board members are appointed by the Mayor and confirmed by the County Council.

What do you think would be beneficial information for new board members know? We are updating the Board handbook.

Building Update – Jim Cooper, Library Director

We are expecting substantial completion of both Granite and Daybreak by the end of October. Daybreak is a little ahead of Granite. It's targeted to open March 2022. Granite is targeted to open late March or April. We could probably host Board meetings at these locations when it's appropriate, safe, and ready.

Budget Update – Leslie Webster, Associate Director Finance & Operations

Leslie reviewed the main changes to our Operating Budget 2022 request that has been put into the county's budget program. The request document shows the 2021 June adjustment budget, the 2022 requested budget, and where there are variances between the two.

Personnel - In 2021 we budgeted a quarter of a year for personnel costs for both Daybreak and Granite. The 2022 request annualizes that for a whole year.

Operating – In 2021 we budgeted a quarter of a year for operating costs for both Daybreak and Granite. The 2022 request annualizes that for a whole year.

The operating budget includes an increase in outsourced custodial services in place of an FTE custodian in the personnel budget.

It includes an increase to rent expense on the Kearns Library. It is part of the funding mechanism through the new market tax credit. We pay rent for seven years.

This request has been put into Sherpa. We'll meet with our department later in the week to go over final numbers. We meet with the Mayor's Office in early September. Mayor's Finance goes over the numbers before it goes to council in late October or early November.

Sam Klemm asked if we have a quarter year for Daybreak and Granite in this year's budget. Yes. We will start to hire personnel sometime this year for things we need to do internally before the building opens. We will take possession of the buildings later in the year so we will start having operating costs like utilities.

There is a 4.7% increase in the 2022 budget.

Leslie is happy to meet with board members to talk one-on-one about the budget.

Jim Cooper said as we think about an increase in the 2022 budget we have to consider new buildings and new services that we're delivering.

STAFF REPORTS

Statistical Report – Jim Cooper, Library Director

We've asked for feedback from the Board on whether they feel the statistics we report are appropriate, relevant, and helpful. We have a lot of backup information that we could share if needed.

We're continuing to see a rebound from 2020. Jim said that with the resurgence of COVID we may see some decline.

We've been circulating Chrome Books and Hot Spots.

Jim pointed out the number of new patron registrations. We purge databases of cards that haven't been used for 3 years. We ask people to come back and re-register so that we have current addresses and other information. The number of registered patrons is real, reliable and transparent.

Human Resources Update – *Pamela Park, Human Resources Manager*

Pamela reported that we currently have 24 vacancies in various stages of being filled.

Marketing Update – *Sara Neal, Marketing Manager*

- Media hits in August included a Tribune article on telescopes being checked out, ABC4 videos on the Kearns bicycle repair station and S.T.E.M. activities, and a City Journal article on the Viridian.
- We have two in-person programs scheduled in September, *Chalk the Walk* and *ToshoCon*.

Finance & Operations Update – *Leslie Webster, Associate Director Finance and Operations*

We are where we expect to be with our budget this time of year. We're looking at next year's budget requests and seeing what we can purchase with this year's underexpend.

We'll send information to you about the motion to pledge Granite to the MBA.

The meeting adjourned at 2:00 p.m.