

Salt Lake County Library Board of Directors

April 22, 2024

Approved by the Board on May 20, 2024

Board Attendees:

Spencer Romney, Chair
Kaati Tarr
Nancy Thorne
Steven Sokol
Hollie Pettersson, Vice Chair
arrived at 12:40

Members on Webex:

Anastasia Morgan
Kathryn Calderon
(for Suzanne Harrison)
left at 1:30

Excused Board Member(s):

Sandra Osborn
William (Bill) Scarber

Other Attendees:

Joey McNamee
Emily Bullough
Matt McLain
Sara Neal

Robin Chalhoub left at 1:34
Kim Welch
Megan Smith (DA)
Pamela Park

Elliot Fenech
Leslie Webster
Melissa Haslam

Other Attendees on Webex:

Carrie Hackworth
Grace Hanley
Kathy Christiansen
Rebecca Baker

Elizabeth Anguiano
Joel Poppleton
Melodie Ashley
Susan Spicer

Erin Rigby
Julie Rasmussen
Nyssa Fleig
Steven Van Maren (Sandy Patron)

Spencer Romney, Board Chair, called the meeting to order at 12:31 PM.

Welcome – Joey McNamee, Interim Library Director

Thanks was expressed to all those who are attending in person and online. Joey McNamee commented on how all of the Granite meeting rooms were in use.

Approve Minutes from the March 25, 2024 Board Meeting

Nancy Thorne made a motion to approve the minutes from the March 25, 2024 Library Board Meeting. Steve Sokol seconded the motion. The motion passed unanimously.

Kathryn Calderon for Suzanne Harrison – aye
Anastasia Morgan – aye
Sandra Osborn – N/A
Hollie Pettersson – aye
Spencer Romney – aye
Bill Scarber – N/A
Steven Sokol – aye
Kaati Tarr – aye
Nancy Thorne – aye

Public comments:

No public comments.

Correspondence – Joey McNamee, Interim Library Director

Joey McNamee discussed a few patron contacts.

A patron called the library and left a message for their branch. After not receiving a call back, they came into the library to obtain the information they were seeking. They later completed the contact submission form with concerns about the lack of contact and provided feedback on the font within the form.

When our IT department investigated, they learned our phone system had an update error that did not transfer the message to the branch. The error was fixed and the board was reminded an updated phone system was part of the approved budget for 2024. The patron was thanked for their contact, which alerted us to the error. They were also informed the website was being updated and to provide feedback on the font. The patron seemed happy with the investigation and communication.

Another patron contacted the library about the elimination of fines for children and teen materials. The patron expressed concern that the elimination of fines would encourage patrons to take less care with library materials and they would have no consequence for lost materials. There is a responsibility value to fines and returning items, but the library is focusing on being a welcome place with access for all. Library leadership and Councilmember Harrison responded to the patron. It is believed the patron still placed responsibility higher than fine elimination. The library has received many other positive replies about eliminating the fines on children and teen material.

Library leadership will always reply to patron contact, but the board was instructed that they could provide their own response as well.

Joey ended the correspondence by reading a few notes sent from Copper Hills High School. West Jordan Library received the notes in honor of National Library Day. The staff loved the gesture and joyfully accepted the act of kindness. The notes were passed around for the board to review. A few of them are mentioned below.

- “Thanks for everything you do! It’s because of you that everyone has the opportunity to read! I hope you love what you do as much as we appreciate you.”
- “Thank you so much for all the work you do to keep the library running! I love reading so I love going to the library!”
- “Thank you for your hard work and for always being an inspiration for young readers.”
- “Thank you so much for all that you do! When I was young and went to my library, the librarians there had such a positive impact on my life. I know kids look up to you guys and you make people’s days better! Thank you!”
- “Thank you for creating a space that we can feel comfortable and confident reading and studying. We appreciate you and hope you have the best day!”
- “Thank you for helping us learn! You offer so many services to students for free. Thank you for all you do.”
- “Thank you for dedicating your time to helping us learn and have a good time reading!”

AGENDA ITEMS

Introduction of the Granite Branch – Kim Welch, Branch Manager

Kim Welch has been the branch manager at Granite since it opened about two years ago. The branch is a beautiful space with amazing features. Many patrons comment on the facility when they visit. In addition to the building, patrons and individuals in the neighborhood enjoy using the walking track and playground space.

The branch is usually busy, especially in regards to meeting room usage. Students come from Salt Lake Community College and the University of Utah to study. When they discover the rooms are booked, the staff encourage them to sign up for a library card, allowing them to book rooms in advance. The large meeting room holds programs from Tai Chi to dancing groups. Kim noticed the room was booked every single night during April and May.

Granite has a wide patron base. They see older adults, singles, groups of teens, and even school groups. Patrons come to enjoy the create space and to use the computers. The branch contains 27 computers and is number one for total public computer usage in the system. The computers are used for purposes such as entertainment, correspondence, training, and job applications. Staff are constantly providing technical help.

A local junior high has students from 40 countries who speak 60 different languages. Staff use Google Translate to help work with patrons in languages such as Spanish, Arabic, and Farsi. Sadly, it is not recommended for Nepalese translation. The Technology Committee is researching options to help with language barriers.

Granite works with various community partners. The USU Extension Office will soon have a Create Better Health Storytime for 8 weeks. This storytime series teaches parents and children various aspects of healthy living, including nutrition. A class helps permanent residents prepare for the citizenship exam and a Mentes Activas (Active Minds) program is a support group for those with dementia/Alzheimer and their care provider. Volunteers of America provide help for the unhoused.

Other branch programs include a game night held twice a month. This program provides fun for patrons, with very little staff preparation time. A presenter comes in for a weekly origami class that lasts for about two hours and is geared to all ages. The create space is very popular, so the branch holds a Maker Monday program with an upcoming class for parents and teens.

A monthly Cook the Book program requires registration. The participants cook a dish from the same cookbook or food magazine. The librarian ensures there are no duplicates. Voting takes place during the potluck style program and the winner of the tastiest dish receives a gift card to a local food-related establishment.

Kid's Café is offered six days a week, regardless of the age. Many of the board members have heard about Kid's Café, but they had the pleasure to see how it was administered in individual bags and portions. The kids receive two or three food options when they attend.

Granite has amazing volunteers. They still have a relationship with former volunteers, Ida and Laurie. The mother and daughter team volunteered at the Columbus branch before it closed during the pandemic. Depression set in during quarantine and the two were so grateful to get back into the library. They attend a weekly All Abilities program that focuses on adults with

reading disabilities. The program transformed both of their lives. We learned that Ida is even pictured in a historical marching band photo on the Granite Library wall.

The Granite staff work hard to provide programs that are fun, equitable, and within an educational environment. The staff wish they could do even more, but know that boundaries are needed to prevent burnout.

Kim attends a monthly business watch meeting where businesses in the area are educated on what is happening within their community. The Granite community is receptive to the library and they do not have a lot of long-standing issues. The branch does occasionally deal with someone camping outside or a patron who refuses to leave at the end of the night. In those cases, resources are provided and the interaction ends peacefully.

A comment stated Granite feels like a community center, which is how every branch should be. It is clear the staff care about their patrons and they were thanked for their work.

Art for Kearns Bus Stop - Joey McNamee, Interim Library Director

Joey McNamee thanked the board for their support with the bus stops in the March meeting. The same bus stop draft was presented to discuss a partnership about art, including painted ground, at the Kearns location. The stop should not have a significant budget impact. UTA will pay for the bus stop and Kearns will pay for the art.

The first phase of the bus stop will include a bus shelter, a bike locker, and an art installation. The potential LCD screen has a few challenges such as the library providing power. It will not be part of the bus stop at this point.

The ordinances and statutes state the board must give permission for the mayor to proceed with real estate transactions. An action item was taken to show the board supports the Kearns bus stop and art installation project.

Hollie Petterson made a motion to support the Kearns bus stop as presented. Kaati Tarr seconded the motion. The motion passed unanimously.

Kathryn Calderon for Suzanne Harrison – aye
Anastasia Morgan – aye
Sandra Osborn – N/A
Hollie Petterson – aye
Spencer Romney – aye
Bill Scarber – N/A
Steven Sokol – aye
Kaati Tarr – aye
Nancy Thorne – aye

Staff Highlights – Joey McNamee, Interim Library Director

Many of the library staff are doing wonderful things. Joey McNamee took a moment to highlight the below individuals.

- American Library Association Sullivan Award – Susan Spicer, Early Learning Program Manager
 - The ALA Sullivan Award is for public library managers providing services to children
 - The award is presented at the ALA Conference in June
 - Susan was commended for doing wonderful things and providing resources for the entire system
- American Library Association Chair of Intellectual Freedom Roundtable – Wanda Huffaker, Librarian
 - Intellectual Freedom is a hot topic right now. Wanda has tremendous experience and expertise
 - This will be the 2nd time Wanda has served as chair
- Period Products Grant – Rebecca Baker, Granite Assistant Manager
 - Legislation was passed in 2022 requiring public schools to provide products
 - Rebecca completed a grant with the Murray City Library to obtain a free vending machine system for the library bathrooms

Policy Updates – Christa Warren, Senior Manager of Collections

The board received copies of the Interlibrary Loan Borrowing and Interlibrary Loan Lending Policies. A few minor changes were made to update the language, specifically in regards to the now defunct library customer service department.

The policies were not listed as action items on the agenda, so no vote took place. They will be presented again in May. We learned after the meeting it is not necessary to list an agenda subject as an action item, but it is what the library board prefers.

Public Meetings Act – Megan Smith, District Attorney

District Attorney, Megan Smith, shared a video overview of the [Open and Public Meetings Act](#). The board is required to complete a yearly training.

The Open and Public Meetings Act ensures government actions and deliberations are openly conducted. They are not social meetings. Public hearings were included in the video, but the specific rules are not highlighted below.

Closed Meetings:

In some instances, the governing body may need to close a meeting to discuss sensitive information such as the competence of an individual, security, litigation, misconduct, or real estate. At least two-thirds, or 66.7%, of the members must vote in the affirmative to enter a closed meeting. For the Salt Lake County Library Board, a quorum consists of five members,

while six members are needed to reach the necessary 66.7% vote. A closed meeting needs a vote to enter into and exit the meeting.

Closed Meeting Restrictions:

There are a few restrictions on how closed meetings can be conducted. The governing body is not allowed to interview an applicant for an elected position. They may not discuss filling a midterm vacancy or temporary absence, including the competency of those individuals. They cannot approve any ordinances, resolution, rules, regulations, contracts, or appointments. Minutes and a recording are still required for closed meetings, except when discussing a person's competency or discussions of security. In this case, the presiding member must sign a sworn written statement stating the discussion matched the few exceptions.

Emergency Meetings:

An emergency meeting may be called for urgent matters or unforeseen circumstances. There must be an attempt to contact the members and the majority must approve the meeting. Details of the time, location, and topics must be included.

Notice Requirements:

It is required to provide an annual meeting schedule with the date, time and place of the meetings. Notice of 24 hours is needed before the meeting takes place. Regular meetings must be sent to the newspapers, but do not need to be published unless it is a public hearing. If there is not a local paper, the meeting notice must be posted in three public places. The principal office and/or where the meeting is being held, must have a posted agenda of the meeting.

Notices must be posted on the [Public Notice Website](#), which may include contacting the newspaper. Posts may be made by the recorder, but it is the responsibility of the governing body to ensure proper notice is provided. [Start Archives](#) has a training manual for more information.

Agendas must have specified topics for each subject. Only topics on the agenda may be considered in the meeting. Additional topics must be added to a future agenda where final action can be taken.

Minutes & Recordings:

Minutes and audio recordings are required for all open meetings. The recording must be unedited and made available within three days. Minutes must be made available within 30 days. Pending minutes should include a draft watermark showing they are subject to change by the governing body. Minutes approved by the governing body are the official record of the meeting and must be made available within three days of approval.

Minutes must contain the date, time, and location of the meeting. Voting on action items should include each member of the governing body showing the vote results. Each member of the governing board should be listed as present or absent. Individuals who attend the meeting must be listed unless they need to be kept confidential as part of a closed meeting. A reason for a closed meeting must be included in the minutes.

The video presentation closed by providing information for the [Local Government Resource Center](#).

Megan received thanks for providing training on an important topic. We are glad to have Megan in our meetings to provide guidance in gray areas.

STAFF REPORTS

Director Report – Joey McNamee, Interim Library Director

Joey thanked all those who help facilitate the board meetings.

Kindness Rocks:

The [April 2024](#) West Jordan City Journal had an article titled *Kindness set in stone* by Westland Elementary on page 8. The local school painted kindness rocks as part of their annual service project. The rocks now rest in the West Jordan Library sign, which has been empty since the building opened twelve years ago. They have nice messages that can brighten another's day.

New Buildings:

Not much has changed since the last board meeting. The library and county are working on narrowing down the options. They are focusing on the Midvale and West Valley locations.

The community engagement survey with Love Communications is completed. The survey queried those around West Valley on preferred library features and amenities. Unofficial results show they want meeting rooms, places for quiet reading, and spaces for children. A final report will be shared in a future meeting.

The West Valley boiler made it through the winter and the air conditioning is being monitored. Buildings are evaluated to determine if it is worth the money for significant upgrades.

Public Library Association Conference (PLA):

PLA took place the first week of April in Columbus, Ohio. Attending staff missed the cicadas, but got to experience wild weather, including a tornado warning. The conference was still a great experience full of individuals passionate about library services. Experts taught classes covering a variety of topics. Staff learned about recent legislation, reconsideration requests, building development, and how to handle burnout. Staff will be sharing what they learned with the library leadership team.

Finance & Operations Update – Leslie Webster, Associate Director of Administration

Leslie Webster provided library financials as of April 19, 2024. The year is 30% over and the library is on track with the budget. June is when the county formally adjusts the line items and moves between units such as personnel, operating, and capital. Adjustments cannot be moved between those units without county council approval.

As custodians retire, their position is being outsourced to RBM. Money will be transferred from personnel to operating to pay the cost of the custodial contractor.

As mentioned earlier in the meeting, the library will be getting a new phone system. The budget was submitted last July or August and prices have increased in the past year. The library expects to need more money for that project. Another budget item included an upgrade to Microsoft Office. That will come in under budget, as we receive an educational discount.

Other Financial highlights include:

- The library received an AI grant for \$1,000. The technology group is looking at software that will help patrons learn AI.
- Granite Library received a donation left in a will. They are looking at how to best spend those funds.

The second financial page shows Capital Projects with a focus on the June Budget Adjustments section. Magna UPS will need to be switched from a capital project to the operating budget.

The cooling tower needs to be replaced in the Tyler/Midvale branch. It was budgeted at \$73,000, but new quotes are higher. This is not a piece of equipment that can be moved to the new building, so it will not be replaced at this time. If the branch gets too hot in the summer, it will be closed for half or full days until the temperatures decrease.

The West Jordan Boiler has needed replacing for the past few years. The initial estimate was \$70,000. Last year the contractor and county facilities said we needed around \$165,000. More money was transferred, but the amount is still not enough. A new architect engineer is being assigned to the project. Most of the existing funds are being funneled into the boiler, as the expected cost could be much more than the current budget. Boilers need to be replaced by early fall, so we may already be past the project point needed to make that upgrade in 2024.

West Valley and Tyler/Midvale branches are both in the process of being replaced. They will not have significant upgrades to those buildings if the boiler or cooling towers fail. West Jordan is a newer branch, so having the boiler fixed is more of a priority.

The library is not enjoying the pace of the replacement branches, but it is difficult to find land in those areas. Robin Chalhoub, Director of Community Services, and Joey McNamee are looking at ways to get the process moving along while being financially conscious in those investments. The process takes years and the longer it takes the greater chance we will be down a branch intermittently or permanently. County council and the Mayor's Office understand that the library will not be putting money into buildings that will not receive a return on the investment.

Midvale has a lead on land, and Love Communication has been helping with all the stakeholders in the West Valley area. Joey is meeting with county real estate every Monday. They are making progress, but there is no big news to share at this point. The library is excited for the day we can move forward, we prefer it will not be on multiple buildings at once.

The financials show a new project for a Bingham Creek Book Drop implementation. Drivers speed through the parking lot, causing safety concerns. An engineer was hired for a design project. Other projects such as irrigation and a new parking lot at the branch are held until we know the results.

The library is also requesting the setup of a building programming project to go along with the new buildings. This includes costs such as land appraisals or an engineer determining building placement. It could be in capital projects or in the bond fund. The bond fund is where it eventually ends up. Talks are happening with County Council and the Mayor's Office to add this as a June budget request.

Joey expressed her gratitude to Leslie for preparing financial documents and helping the library figure the budget out. Additionally, Joey thanked the board for last month's approval for the real estate road widening at the West Valley branch. It turns out West Valley offered to purchase land they already own. New documents will be prepared and brought back to you in a future meeting to approve the correct information.

Marketing Update – Sara Neal, Marketing & Communications Manager

Marketing recently held a press event for the elimination of fines for children and teen materials. Three television stations attended. A highlight was on the evening news, with most of the stations writing articles the next day.

The Board Report has statistics for March. We have yet to find a data supported reason, but March is as popular as July.

The Institute of Museums and Library Services (IMLS) compiles yearly statistics for all the library systems in North America. According to statistics from 2021, Salt Lake County Library was the seventh highest circulating library in North America. Other libraries may still have been closed for the pandemic, but we are excited to be that ranking no matter what the reason. We were previously 13.

Personnel Report – Pamela Park, Human Resource Manager

Employees: 545
40-Hour Merit Staff: 280
30-Hour Merit Staff: 74
20-Hour Merit Staff: 100
Substitute Staff: 91

Merit Vacancies: 70
In Recruitment: 28
On Hold: 20
Used for Reclass: 4
Unused Allocations: 18

Multiple library vacancies are in the recruiting process. We have been promoting from within and are now recruiting externally. Human Resources is keeping busy.

The director position closes this week after being open for around 40 days. Great candidates have already replied. The applications were spread out over time, but a big push could happen on the final few days. The first phase of recruitment will be starting soon.

Steven Sokol made a motion to approve to close the Library Board Meeting. Spencer Romney seconded the motion. The motion passed unanimously.

Kathryn Calderon for Suzanne Harrison – aye
Anastasia Morgan – aye
Sandra Osborn – N/A
Hollie Pettersson – aye
Spencer Romney – aye
Bill Scarber – N/A
Steven Sokol – aye
Kaati Tarr – aye
Nancy Thorne – aye

Spencer Romney, Board Chair, adjourned the meeting at 1:45 PM. Kim Welch provided a tour of the Granite branch to interested individuals.