

Salt Lake County Library Board of Directors
WebEX
February 28th, 2022
Approved March 28th, 2022

Attending: Kristin Covili, Chair; Richard Snelgrove, Sandra Osborn, William Scarber, Kaati Tarr

Excused: Nancy Thorne, Chelsea Lindbeck

Others: Jim Cooper, Christa Warren, Trudy Jorgenson Price, Sara Neal, Susanne Jones, Jared Hastings, Jenn Faye, Azra Basic, Leslie Webster, Pamela Park, Matt McLain, Kim Bryant Russ Snow, Dianne Orcutt, Liz Anguiano, Gentry Densley, Don, Lynn, Robin Chaloub, Camie Clark, Rebecca Baker

Jim opened the meeting at 12:30 p.m.

Welcome – *Jim Cooper, Library Director*

Looking forward to meeting in person next month at Granite.

Approve minutes from January 24th Board meeting.

Richard Snelgrove made a motion to approve the January 24th 2022 board meeting minutes. Sandra Osborn seconded the motion. The motion passed unanimously.

Richard Snelgrove– aye
William Scarber – aye
Kaati Tarr – aye
Kristin Covili – aye
Sandra Osborn - aye

Public comments/correspondence:

Jim mentioned correspondence with other library directors and the State Library regarding a bill filed in the Utah State Legislature. It was filed by Representative Dan Johnson, Logan, Utah, who is proposing the following bill:

PUBLIC LIBRARY BACKGROUND CHECK REQUIREMENTS.

This bill provides for criminal background checks of librarians and employees of public libraries who have access to children. Other highlights include:

- Grants rule making authority to State Library Board.
- Provides for the due process of individuals subject to criminal background check.
- Provides fiscal assistance to smaller counties to conduct background checks.

Salt Lake County already has a policy in place requiring all employees to pass a criminal background check at hiring. Background checks are repeated every 3 years for staff who work with our vulnerable population.

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Jim also received a letter from Calvin S Smith family. The Smith Library (closing in March) was named after Calvin Smith, a Library board member at one time in the 1950's. They asked if the county would continue to name the new library (Granite Library) after his name. Jim has responded to the request by outlining the procedure that the County requires for naming one of our facilities after a person or place. Jim thought perhaps it was appropriate to name a portion of the Granite Library after his name. Jim will present a portrait they currently have from the Smith Library to the family after it closes. We already have some memorabilia in the Granite library from the community.

NEW BUSINESS

Open Public Meeting Act Training – Diane Orcutt, District Attorney

Diane Orcutt provided the board a training on the Utah State code Open and Public Meeting Act. The policy behind the Act is that the Legislature find that public bodies exist to aid in the conduct of people's business and accordingly must act and conduct deliberations openly.

Talking points include:

- Public Body is a state or local body existing of two or more persons created by the constitution, statute, rule, or ordinance. A body with the ability to expend, disburse or be supported by tax revenue and is vested with authority to make decision about the public's business
- A meeting is in-person or electronic convening of a public body with a quorum present to discuss, receive comment or act on a matter within its jurisdiction.
- No less than 24 hours before its commencement, a public body must provide notice of time, date and location of a public meeting on the Utah Public Notice Website.
- A public meeting can be closed but only for certain reasons and 2/3 of the body must approve of the closure. Meeting minutes and a recording of the closed session must remain.
- Emergency meetings can be called but notice has to be made as soon as possible. Certain conditions apply. A clear statement of the unforeseen circumstances must be included in the minutes.
- A record of Meetings must be kept of all open and closed meetings, including a record of all votes. Minutes of a closed meeting are deemed confidential and may be released only by a court order. Minutes must be made available within 30 days of the meeting and 3 days of their approval.

Diane gave examples of Boards from other states who practiced meetings that did not follow this policy:

- 1) Plans made outside the meeting were voted on.
- 2) Agenda must be specific to enable the public input.

Jim commented that he feels that the Meetings held by the Library Board follow these rules and that the Board acts accordingly.

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Internet & Online Access Policy- *Jim Cooper, Library Director*

We are required by the State Library Board to review this policy every 3 years. For the purpose of technology prevention measures. The Salt Lake County Library Board's Policy is to provide internet safety for minors by prohibiting internet access to visual depictions of sexually explicit materials. The Library employs a technology protection measure blocking access to pornography, obscene materials; without, in as much as possible, infringing on the rights of library patrons. Filtering all publicly accessible Internet computers and wireless internet access for online gambling. Patrons are not permitted to install programs, upload/download software to the public accessible computers.

Richard Snelgrove made a motion to reissue this policy to the state board.
Sandra Osborn seconded the motion. The motion passed unanimously.

Richard Snelgrove – aye
William Scarber – aye
Kaati Tarr – aye
Kristin Covili – aye
Sandra Osborn – aye

Jim will submit the results to the State Library Board.

Smith Branch Property Recommendation- *Jim Cooper Library Director*

Jim discussed and proposed the transfer of the Smith branch Property from Library Fund to the General Fund for property or assets of approximately equivalent value. Discussion has been made with the county about getting a new location for the West Valley branch in exchange for the Smith branch property. The remodel at the West Valley branch 20 years ago has reached its life expectancy. So it makes sense to decommission the Smith property for the new West Valley Branch. Transferring the Smith branch property which has been valued at \$1,490,000.00 dollars should enable the purchase of land for a new branch or some other asset for the library fund.

Kaati Tarr made a motion to approve the transaction to move the Smith property to the County general fund. .
William Scarber seconded the motion. The motion passed unanimously.

Cindy Mecklenburg – aye
William Scarber – aye
Kaati Tarr – aye
Kristin Covili – aye
Richard Snelgrove – aye

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County Library 2021 Review – Jim Cooper, Library Director

During the height of the COVID Pandemic, the County Library still made a positive difference in the lives of the Salt Lake County Residents. Here are some interesting facts about 2021:

- 536,000 active library card holders
- 18 full service branches and 6 outreach branches open 301 days of the year
- 24/7 online services
- Event Center
- Facilities/Operations Center
- One of the busiest library systems in the nation
- 11.8 million items checked out
- 1.8 million in person visits
- 194,000 reference questions asked.
- 146,000 computer sessions - 140,000 wireless sessions
- 2 Library building construction projects

2022 Main Focus

- Maintain safe and accessible branch services
- Open Daybreak and Granite Branches
- Plan a new West Valley Branch
- Popular, relevant and robust collections
- Technology, digital literacy
- Lifelong and Early Learning
- Summer reading support
- Small business tools
- Create space
- Jail space

Patron comments: *There is no greater gift than a free education, which is what I have received through the Salt Lake County Library*

The Library has changed my life. I used to hate reading but now I love to Read.

Being a volunteer at the Library has educated me and given me the Experience necessary to pursue permanent employment.

Library is for the young and Old

Diane Orcutt, District Attorney said how much she has enjoyed learning about all the things that are available at the library. She appreciates all the hard work from Library staff.

Jim highlighted the connection with the Teenage population and how it has really improved in the last 10 years. The system has been intentional in our programming for Teenagers.

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STEM has been a focus. We want the kids to help plan our programming with us. Wonderful to see this generation connect with the library system.

Programming Update – Indoor programming *Matt McLain, Associate Director Programming*

Programming began opening up last fall. But Omicron variant forced us to fall back from the first of the year to now. One of the things in its place are Take and Make kits. They have been available in branches and are very popular. In person programming will begin again this month. We are still not offering programs to the very young who have not been vaccinated. We will resume programming for them 6 weeks after their vaccination is rolled out. We have amazing zoom programming for these young folk such as; yoga, zoom meetings and bedtime story times. Online offerings are exceptional. We are allowing outdoor programming for all ages.

Operation Warm took place Feb 10 & 11 and was very successful for all involved. We gave 304 coats to families in need. They were very much appreciated. We worked with the food bank to make sure every family had a meal to go with the clothing. We also gave every child a book. It was so successful that we thought that we would repeat in in the fall. It may be an opportunity at the new Granite location. Matt thanked the Board for their support.

OLD BUSINESS

Facilities Master Plan Update – Jenn Fay Associate Director Public Services

Some objectives for the Master Plan are to map out the philosophy of our designs, how our buildings are doing, and proposals about what we do next The Facilities Master Plan addresses the following questions:

- How do we compare with other libraries?
- How do we serve the public?
- Where is the growth happening?
- Do we keep a reasonable drive times within our branches?
- Buildings are assessed for space and status of facilities compared to current need. What needs to be addressed?

Overview of what we need to do and why. Right now the top of the list are the following:

- The new West Valley branch.
- Tech Services combined with a new Midvale branch is on the radar.
- Sandy and Taylorsville need improvements.
- Whitmore to follow.
- South valley growth will need to be addressed as well.

The Facilities Master plan has explanations on the different financing mechanisms. It holds the future of all the branches. Jim commented that there are always many needs. We want to keep the buildings updated to ensure access for County residents and to ensure we're meeting their needs.

For complete outline and information see this link:

<https://shared-assets.adobe.com/link/2fa1a134-27e2-4d44-630e-4d3a73a10209>

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Building Project Status Update – *Leslie Webster Associate Director Finance & Operations*

Granite Building-

The new Granite building is coming along. It will be completed soon and then turned over to us. Shelving is arriving this week. Mill work will begin as soon as the building is turned over to us. The Smith branch is closing in March then materials will be transferred to Granite building. Ownership of the Smith property will be until the end of April. The proposed grand opening and summer reading kick off will be June 4th. Next month's board meeting will be at Granite for a tour of the new facility.

Jim commented that hopefully all the contract and supply issues are behind us.

Kristin Covili, Chair of our library board and member of the Granite Community said that the public are very excited.

Daybreak Building-

Shelving and the collection are in. The furniture has arrived, although a few pieces are on back order. Set up is going quite well. Technology is being installed. A soft opening will be at end of March. Grand opening is set for April 30th.

STAFF REPORTS

Statistical Report – *Jim Cooper, Library Director*

We have a robust user ship. Things are coming back really well from the pandemic. Children's materials and e-materials are still the most popular. We have received the results from our audit and they will be shared in our next meeting. Visitors and circulation are included in the report. For the most part we are doing very well.

Marketing Update – *Sara Neal Marketing Manager*

- Press highlights includes: SEED Library. Stress kits. Coverage for Operation Warm was very good. We also had an opportunity for a librarian to give information on current events and resources for understanding the Russian invasion of Ukraine. Grand openings for the new branches are on the marketing radar and should be a great opportunity for awareness.

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Human Resources – *Pamela Park HR Manager*

We are fully staffed for the new Daybreak branch with the exception of one Librarian and one CSS position. Next couple of weeks will be working on the Granite Branch recruits. Many positions are filled with current staff.

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

2022 is going just fine. Next month we will review the results of the 2021 finance report. There are some improvements that will need our attention this year. We have been doing band aids to some of our buildings this past year. Mostly WVA. There is also a boiler to replace in one of our buildings. Some of our branches need carpeting repairs because of tripping hazards. Making these decisions are what we are facing this year. Next meeting we will make a full report.

William Scarber, board member asked if the County council was aware of some of the problems with the buildings. Yes, through our budget requests outlining our capital projects. And information is integrated to the council by way of the mayor's office.

Jim concluded by saying that if there are any future agenda items please forward them to him for our next month's meeting.

William Scarbar made a motion to end the meeting.
Kaati Tarr second the motion.

Meeting adjourned at 2:05