

Salt Lake County Library Board of Directors

June 24, 2024

Approved by the Board on August 26, 2024

Board Attendees:

Spencer Romney, Chair

Kaati Tarr
Steven Sokol

Board Attendees:

Hollie Pettersson, Vice Chair

Nancy Thorne
William (Bill) Scarber

Members on Webex:

Kathryn Calderon, for Suzanne Harrison

Excused Board Member(s):

Sandra Osborn
Anastasia Morgan

Other Attendees:

Joey McNamee
Aven Taar
Emily Bullough
Melissa Haslam
Sara Neal

Robin Chalhoub
Carrie Hackworth
Erin Rigby
Nyssa Fleig
Vern Waters during O.W.L. Camp

Megan Smith (DA) arrived at 12:15 pm
Christa Warren
Leslie Webster
Pamela Park
Steve Van Maren (Sandy patron)

Other Attendees on Webex:

Azra Basic
Isaac Higham
Trudy Jorgensen-Price

Brent Roberts (Help Desk)
Leslie Schow
Tyler Curtis

Erin Sanderson
Maggie Mills

Spencer Romney, Board Chair, called the board meeting, held at the West Jordan Library & Viridian Event Center, to order at 12:02 PM.

Welcome – Joey McNamee, Interim Library Director

A lot of effort went into getting this meeting ready. Thank you to all those who communicated, making sure we followed the proper regulations for the closed session later today. Thank you to everyone who adjusted their schedules to experience O.W.L. Camp.

Approve Minutes from the May 20, 2024 Board Meeting

Hollie Pettersson made a motion to approve the minutes from the May 20, 2024 Library Board Meeting. Kaati Tarr seconded the motion. The motion passed unanimously.

Kathryn Calderon for Suzanne Harrison – aye

Anastasia Morgan – N/A

Bill Scarber – aye

Hollie Pettersson – aye

Kaati Tarr – aye

Nancy Thorne – aye

Sandra Osborn – N/A

Spencer Romney – aye

Steven Sokol – aye

Public comments:

No public comments.

Correspondence – Joey McNamee, Interim Library Director

The library website has a button to submit a comment to the board. A few patrons used the form since the last meeting. The issues have been resolved, but we wanted to make sure you are aware of them.

- Censorship
 - A patron noticed some items were no long available. They wondered if those items were removed because of censorship. The patron did not provide details on the items or the format. A response offered information about how the library weeds items for various reasons and provided information about reconsideration of materials.
- Search functionality on the website
 - Our IT department will look into their suggestions and website functionality.
- Spanish programs
 - Spanish learner wanted more Spanish language groups
 - The Spanish workgroup will look into providing additional services.
- Databases
 - A patron learned that access to EBSCO was ending. Patrons had access to EBSCO through the state library for the past ten years, but that is switching to Gale resources in July. The patron was informed that other databases would be available through Gale and received advice on which sites had comparable information.

AGENDA ITEMS

Introduction of Lifelong Learning – Nyssa Fleig, Library Program Manager, Lifelong Learning

Nyssa thanked the board for allowing her to visit to discuss the Lifelong Learning team. Lifelong Learning has two focuses, outreach and programing. Outreach oversees the jail, schools, and a new position currently in recruitment will focus on health outreach. Programing oversees seven system-wide initiatives and seven system-wide programs each year. Summer Reading is an example of an initiative and O.W.L. Camp is an example of a program.

This is the eighth year of O.W.L. Camp. Jim Cooper was in on the original programming. Jim had a busy schedule as the former director and this was the only program in which he actively participated. This year the camp received 1,400 applications, the highest amount ever. All students are accepted with very few exceptions. They need a valid library card and are required to be between 11-18 years of age.

The program is evaluated every year to make sure the goals are still being met and to determine aspects that are working or need to be tweaked. The camp used to include T-shirts based on the houses, but it was discontinued last year for budget reasons. Follow-up surveys commented on the lack of shirts. Lifelong Learning wanted to address the patron concerns, which resulted in the release of artwork from previous years. Patrons were then able to visit a create space and use the sublimation printers to create their own shirt. The printing fee of \$0.35 was waived for patrons and came out of the O.W.L. Camp supply budget without causing fiscal

concerns. This has received positive results so far this year and has an added bonus of promoting other STEAM services available to patrons.

Free summer camp options are limited for families. O.W.L. Camp strives to accommodate as many people as possible, especially to provide something for families who are unable to afford a similar experience with the same level of quality. The program highlights how libraries are a welcoming space for everyone with all abilities. A quiet space is provided, but is rarely used.

The camp is engaging and STEAM based, allowing students to socialize and connect with others with similar interests. If you ask a student if they like coding, the answer may vary, but if you teach coding in tandem with Quidditch, you will receive results that skews to the positive.

When students arrive every morning they are greeted by a conductor where they pass through Platform 9 $\frac{3}{4}$, visit a trolley cart and enter Hogwarts where they are sorted into their houses and receive lanyards with the house color. A welcome speech happens in the amphitheater, where the students learned they would have board members visiting their classes.

Camp details include tradable chocolate frog cards, galleons for house points, and decorations specific to the book for that age group. Trading cards help students learn to socialize and connect with new friends. Last year was the first time O.W.L. Camp had graduates who attended every year. Those graduates experienced a different theme and activities each summer.

Actors who help establish a Harry Potter atmosphere play Professor Snape and Professor McGonagall. Other characters are staff members, such as Hagrid and Dumbledore. West Jordan manager, Vern Waters, who stopped by to visit during the presentation, played Dumbledore. Dumbledore welcomed the board and mentioned it was a pleasure to meet such esteemed guests.

The board visit fell on a Sorcerer's Stone day, filled with excited first-year, 11-12 year olds. Students receive house points to help maintain behavior. The winning house gets a small prize at the end of the day. The classes were wizard themed and hosted by the following county partners.

- Transfiguration with the Natural History Museum of Utah
- Fantastic Flora with Red Butte Gardens
- Amazing Ocean Animals with the Loveland Living Planet Aquarium
- Common Room with the Salt Lake County Library

Tour of O.W.L. Camp – Nyssa Fleig, Library Program Manager, Lifelong Learning

After the tour of O.W.L. Camp, Nyssa Fleig mentioned multiple teams and county partners who help make the program a success.

The Lifelong Learning team received a shout out for checking the ages, names, and library card status of all applicants. Web team did a lot of work to create and maintain the website. The Viridian Event team hosts and decorates as well as troubleshooting all technical issues in the rooms.

O.W.L. Camp would not be possible without the support of the county partners, who are mentioned on the [website](#). The partners bring their own supplies and expertise and they love the program as

much as the staff and students. The partners make the camp a success by holding a variety of classes for the students.

Marketing provides a tremendous amount of support. Jamie Chipman has been the front line person for many years, but he retired and the rest of the team had to figure everything out this year. An acceptance letter goes to each of the students and all four houses need a schedule on each of the camp days. Marketing creates all of the signage and the stained glass used for decoration. IT received recognition for the incredible amount of teamwork that the program takes.

The board received thanks for holding the meeting during a time when they could experience O.W.L. Camp. Nyssa was thanked for hosting the program and introducing the Lifelong Learning team.

Vote to Consider a Closed Session – Megan Smith, District Attorney

Megan reminded the board members about laws around a closed meeting. Nothing in the Utah law requires a vote to close a public meeting when it is to discuss the character and competency of an individual, but the board may still vote.

The public meeting will close to discuss the character and competency of a Salt Lake County Library Director applicant. The closed meeting will take place today, June 24, 2024, in the Administration Board Room of the West Jordan Library / Viridian Event Center. Meeting attendees will include all participating board members, Robin Chalhoub, Community Services Director, and Megan Smith, District Attorney.

Nancy Thorne made a motion to close the meeting to discuss the character, professional competency, or physical or mental health of an individual. Bill Scarber seconded the motion. The motion passed unanimously.

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

Director Recommendation – Robin Chalhoub, Community Services Department Director

Everyone returned from the closed meeting where the board made a motion to recommend a competent individual to the mayor for the library director position. Robin Chalhoub, Spencer Romney, and Hollie Petterson will meet with the mayor to discuss the recommendation.

Hollie Petterson made a motion to recommend to the County Mayor a competent person for appointment by the mayor as the library director. Kaati Taar seconded the motion. The motion passed unanimously.

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

Lost and Found Policy – Erin Rigby, Policy & Procedure Co-Chair

District Attorney, Megan Smith, gave great feedback on changes to the Lost and Found Policy. A noticeable change states the library makes every reasonable effort to get items back to the owner. Valuable items received clarification as well as hazardous items receiving a more defined definition. Hazardous and perishable items were separated to show they are treated differently. Laptops and cell phones were also added to the policy.

- Section 1.1.1. states that two people must be present if contents need to be opened to establish ownership.
- Section 2.1.2. includes retention time for valuable items, which is 48 hours.
- Section 2.4 is basic language stating the library will not watch people's personal items.
- Section 3.0 explains that hazardous items are prohibited.
- Section 5.3 mentions the library needs identification for valuable items.
- Lost and Found Procedures will cover additional instructions for staff.

Bill Scarber made a motion to approve the Lost and Found Policy as written. Kaati Taar seconded the motion. The motion passed unanimously.

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

Thank You Sandra Osborn – Hollie Pettersson, Board Vice-Chair

Hollie Pettersson and Sandra Osborn joined the library board at the same time. Sandra came with an amazing literacy background. Hollie mentioned a time during their tenure where she was on the Kearns building project and Sandra was on the Daybreak building project. Sandra brought in votes from the community in a fun and engaging way. She accomplished many things during her service. Sandra is a resilient and incredible woman who will be missed.

A discussion took place to fill Sandra's vacancy. The library will wait for the new director and fill Sandra's and another rotating board member's appointment at the same time. The openings post across the county, with a focus on those in unrepresented districts and who are multilingual.

STAFF REPORTS

Director Report – Joey McNamee, Interim Library Director

The June budget requested \$200,000 for appraisals and community engagement. We are setting this up to be reimbursed for future expenses, which aids the long-term financing.

An image was shown of the Kearns art project. The new K-hub is bright and inviting and it looks even better in person.

Around eighteen months ago, the former Smith Library property was given to the county for a possible land swap for another building. We have been reimbursed from the county general fund, closing a chapter on the property transaction.

Finance & Operations Update – Carrie Hackworth, Fiscal Manager

Carrie Hackworth shared the monthly financial report through June 24. The first report is the expense budget actuals, which are trending as expected for this time in the year. The revenue is listed as the year to date. The last page contained the status of the capital projects.

Joey McNamee mentioned the June budget adjustment, which takes effect July 1. The property transfer for the Smith branch will be a fund balance transfer, reflecting on the balance sheet. Leslie Webster prepared the library for this moment to move forward with buildings. The operating budget will show the transfer of property for Smith and the West Valley strip of land. This process varies with how Mayor's Finance records their transactions. Fiscal can provide a long-range plan to the board. The library is in good shape to purchase land for new buildings.

Marketing Update – Sara Neal, Marketing & Communications Manager

Salt Lake County Library has been in recent press news for the following reasons.

- Library branches are a cool zone where you can get a drink of water and out of the hot weather. Branches see increased foot traffic during the summer months, but we are unsure if visitors are only visiting to enjoy a cool zone.
- Period Product dispensers were installed in all branches, with a slight pause at Magna until they receive their remodeled bathroom later this year.
- Summer Reading is in full swing. Sara Neal brought along reading records for meeting attendees to sign up.

Salt Lake County Library received the following awards as mentioned by Joey McNamee.

- Last year the library received a best in category from the National Association of Counties (NaCo). This year we received a virtual visit space for TeleHealth access at the Kearns branch.
- Sara Neal and the Marketing Team won a John Cotton Dana Award for outstanding communication efforts. This award recognized the All-Star Reading campaign in conjunction with the All-Star NBA game in early 2023.

Personnel Report – Pamela Park, Human Resource Manager

Employees: 559
 40-Hour Merit Staff: 282
 30-Hour Merit Staff: 70
 20-Hour Merit Staff: 102
 Substitute Staff: 86
 Summer Interns: 19

Merit Vacancies: 69
 In Recruitment: 34
 On Hold: 14
 Used for Reclass: 11
 Unused Allocations: 10

Substitute staff cover all public service positions, except supervisory positions.

Bill Scarber made a motion to close the Salt Lake County Library Board Meeting. Kaati Tarr seconded the motion. The motion passed unanimously.

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

The meeting ended at 1:46 PM.