

Salt Lake County Library Board of Directors
December 4, 2023
Approved by the Library Board on January, 22, 2024

Board Attendees:

Anastasia Morgan
Steven Sokol

Kaati Tarr

WebEx Board Attendees:

Spencer Romney (WEBEX)
Kathryn Calderon for
Suzanne Harrison (WEBEX)

Excused Board Member(s):

William (Bill) Scarber, Chair
Hollie Pettersson, Vice Chair

Sandra Osborn
Nancy Thorne

Other Attendees:

Jim Cooper
Megan Smith
Carrie Hackworth
Sara Neal
Christa Warren

Joey McNamee
Emily Bullough
Melissa Haslam
Pamela Park
Leslie Webster

Robin Chalhoub
Jennifer Fay
Matt McLain
Russ Snow
Steve Van Maren

Other Attendees on Webex:

Luke Rasmussen

Jim Cooper, honorary Chair, called the meeting to order at 12:35 pm.

Welcome - Jim Cooper, Library Director

Jim will lead the as honorary chair. Welcome to the West Jordan, Viridian Event Center & Library Administration buildings. Board members, Spencer Romney and Kathryn Calderon are online, but a quorum was not present at the beginning of the meeting.

This wonderful facility was completed in 2012. Before completion, the administration department was located in the garden level of the Whitmore branch. The Whitmore staff were used to having administration around, but now the West Jordan staff are the ones who help with multiple pilot programs for the system.

It was a delight to expand into the current building and have all the staff members in one location, as well as having an event space for library programming. In addition to library programs, the event center may be rented to the public for weddings, prom, recitals, and political events. The Viridian staff does amazing work. They are currently setting up for the joint retirement party for Jim Cooper, Jamie Chipman, Russ Snow, and Don Heline as they set out on their different paths for the future.

Approve Minutes from the October 23, 2023 and November 2, 2023 Board Meetings. No quorum was present at this time. Joey McNamee and Robin Chalhoub arrived shortly after at 12:40 pm.

Public comments:

No official comments, but Sandy resident, Steve Van Maren, wished Jim and the other retirees happy trails.

Correspondence - Jim Cooper, Library Director

No correspondence at this time. Board members may be receiving emails from the public. The budget meeting process is going well, with no pushback from the public for library services.

NEW BUSINESS

Into to Viridian Event Center & West Jordan Library – Jim Cooper, Director

Jim Cooper gave a brief overview in the welcome.

Bylaw Update & Chair Elections in January

Members of the bylaw committee include Anastasia Morgan, Spencer Romney, and Bill Scarber. The committee members, which are less than a quorum, put together a proposal of who will present a specific section of the bylaws for the next board meeting.

Megan Smith, district attorney, advised the committee do more than restate the statutes and ordinances as they may change, potentially leaving the bylaws incorrect. The ordinances will apply regardless of what the bylaws state and it is unnecessary to have the board vote on those. Some ordinances may be kept to keep the procedures of the meeting listed. It is important to follow the First Amendment and GRAMA rules.

The bylaw committee will regroup and redraft the bylaws from the current format. It was suggested that the bylaws be reviewed annually.

Kaati Tarr arrived at 12:45 pm.

Director Job Posting Update & Happy Adventures to Jim Cooper & Russ Snow

Pamela Park, Human Resource Manager, gave an update on the director job posting. The county is currently under a hiring freeze until January 1. The library will look at posting the position in the first quarter of 2024.

The director search needs a few more volunteers to meet with Human Resources for a quick training of candidate qualifications. When the applications are received, the committee will decide whom to interview. A first interview will take place virtually, with an in person interview later in the process.

Kaati Tarr and Steve Sokol volunteered to be part of the committee while Robin Chalhoub will help with the search committee. Community Services and the library have a smooth transition in place for the interim and new director.

Jim Cooper reflected on his tenure as director. He worked with 4 different county commissioners, 4 different mayors, and 10+ department directors. He has seen dozens of council members and about 50 board members cycle through the system. That is in addition to about 1,000 staff members. It has been an incredible journey with wonderful staff. The board is doing the heavy lifting with policy approvals and other work. All of this has made the library a success.

A quick budget update was mentioned. The mayor recommended most of the budget the board requested. The council did not approve the Sunday expanded hours at this time. The board has the power to set the hours of operation; however, the library can only afford to be open for additional hours with the budget approval. Council members heard complaints about the wait time for eMaterials. The money set aside for the Sunday expanded hours will be transferred to alleviate those holds, pending council approval.

Digital material is in high demand. The price of eMaterials is more expensive and they have limited circulation before the item needs to re-purchased. Physical materials may check out at a much higher rate before replacement. Some promotions have taken place on social media to be transparent on the costs of physical versus digital materials. The digital rights is a complex mix and not always equal from one publisher to the next. It is also something that has been a topic in the news.

Another budget request was to expand the hot spot service through 2024. There is a waitlist as the library helps bridge the digital divide. The cost-effectiveness of this service is based on the price of the device and service access. This program originated with the Utah State Library during the pandemic, when the public could not come into the library for Wi-Fi access.

The budget approval is tomorrow, December 5, at 6 pm.

STAFF REPORTS

Statistical Report – Jim Cooper, Library Director

The library is on track for another banner year. We continue to see a rebound from Covid. It is a joy to see 200,000+ people entering the library every month with around 3,000,000 visits over the year. The rise in visits and circulations shows how the public values the library in the community. A few naysayers still question why libraries are funded, but most of the public are supportive and enjoy the services the library is providing.

Marketing Update – Sara Neal, Marketing & Communications Manager

There was a change to Google Analytics and the website questions failed to update. In January, we will have more statistics.

- Branch Surveys
 - a. A survey for the system was done in November. The survey asked multiple questions, including what services the patron would like to see. Results will be shared in January.

- Social Media
 - a. Spanish was incorporated into Instagram. Facebook already has a great translation service, but Instagram does not provide that service at this time.

Finance & Operations Update – Leslie Webster, Associate Director of Admin Services

A budget discussion will happen in January or February. The board said goodbye to Russ Snow, Fiscal Manager. He was thanked for all the time he spent with the library system. Russ commented that it has been a pleasure and his only regret is he did not start earlier.

The library members and board expressed sadness to see Russ leave, but are glad to have Carrie Hackworth as the new Fiscal Manager.

Personnel Report – Pamela Park, Human Resource Manager

Total Active Staff: 567
40-Hour Merit Staff: 285
30-Hour Merit Staff: 77
20-Hour Merit Staff: 111
Substitute Staff: 94
Vacancies in Recruitment: 10

Human Resources was able to continue hiring a few applicants during the hiring freeze, if they were already in the process. Everything else will wait until January.

Jim Cooper, honorary Chair, adjourned the meeting at 1:09 pm.