

**Salt Lake County Library Board of Directors**  
**January 22, 2024**  
**Approved by the Board on February 26, 2024**

**Board Attendees:**

Anastasia Morgan  
Steven Sokol

**Members on Webex:**

Spencer Romney  
Kaati Tarr  
Kathryn Calderon (for  
Suzanne Harrison)

**Excused Board Member(s):**

Nancy Thorne  
William (Bill) Scarber, Chair  
Hollie Pettersson, Vice Chair  
Sandra Osborn

**Other Attendees:**

Joey McNamee  
Elliot Fenech  
Matt McLain  
Erin Rigby

Emily Bullough  
Carrie Hackworth  
Sara Neal  
Megan Smith

Robin Chalhoub  
Melissa Haslam  
Pamela Park  
Christa Warren

**Other Attendees on Webex:**

Alexis Alires  
KC Dean  
Luke Rasmussen  
Melissa Wayman

Rebecca Baker  
Maggie Mills  
Erin Sanderson

Jim Cooper  
Trudy Jorgensen-Price  
Steph Tilt

Joey McNamee, Interim Library Director, called the meeting to order at 12:41 pm.

**Welcome** – Joey McNamee, Interim Library Director and Lee Whiting, Branch Manager

Joey started the meeting by introducing herself as the Interim Director and Lee Whiting as the Hunter Branch Manager.

The Hunter Branch originally opened in 1994 and had a remodel in 2014. It is the second branch in West Valley City. The service area covers more than 60,000 people and is one of the most diverse. Represented cultures include Latino, Pacific Islander, African American, and refugee communities with varying languages.

Hunter puts a big focus on the community. They offer a variety of programs that range from citizenship classes, bilingual storytimes, computer classes in Spanish, as well as opportunities for self-improvement and social integration. Hunter hosts the University of Utah's Neighborhood Partners Westside Leadership Initiative. They also collaborate with the Salt Lake County Health Department for a Prevent Type 2 Diabetes course as well as Salt Lake Youth Services for at-risk kids.

In 2023, Hunter partnered with the Utah Health Policy Projects Take Care Utah program for free health insurance counseling. The branch programs include elections and blood drives, and they feed about 40 students daily in Kids Café with the Utah Food Bank.

Meeting rooms are a hot commodity for civic groups, tutoring, counseling, clubs, rehearsals, study groups, and more. Additionally, they lessen the digital divide with some of the highest utilization of the public Wi-Fi and computer services. Like other branches, computer services include scanning/copying, job applications, legal filings, housing, and unemployment. However, Hunter goes beyond by helping with prison commissaries as well as visa and asylum applications.

Lee has been the branch manager for the past two years and will soon be moving on to manage the Kearns Branch. He is proud of his team and grateful to the Library Board and Leadership Team for refreshing the branch in 2023 to brighten it up, be more inviting, and have a greater representation of public offerings.

**Approve Minutes** from the October 23, 2023 Board Meeting

Anastasia Morgan made a motion to approve the minutes from the October 23, 2023 Library Board Meeting. Steven Sokol seconded the motion. The motion passed unanimously.

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

**Approve Minutes** from the November 2, 2023 Board Meeting

Anastasia Morgan made a motion to approve the minutes from the November 2, 2023 Library Board Meeting. Steven Sokol seconded the motion. The motion passed unanimously.

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

**Approve Minutes** from the December 4, 2023 Board Meeting

Anastasia Morgan made a motion to approve the minutes from the December 4, 2023 Library Board Meeting. Steven Sokol seconded the motion. The motion passed unanimously.

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

## **Public comments:**

No public comments.

## **Correspondence – Joey McNamee, Interim Library Director**

The Mayor's Office passed on a comment from a Millcreek Branch patron. The comment was about insufficient handicap parking and lots that need to be cleared more frequently. Millcreek Community Center has tile in the entryway, which they said is not compatible with slushy weather. The Community Center, a shared facility with the library, senior center, and recreation center, are working together on more accessibility in the parking lot by changing some of the low emissions spots to a 20-minute parking space. The library does not manage the maintenance of the parking lot at the Millcreek Community Center and rubber tile flooring may be a future solution.

The Customer Experience Workgroup is looking into purchasing computer monitors that help with low vision and other accessibility issues. The Millcreek manager is having regular conversations with a patron to help as much as possible with their request for better equipment. As a temporary solution, the Granite Branch has larger monitors that may help some patrons.

The Americans with Disability Act has a policy in place to handle issues such as accessibility. Pamela Park, Human Resource Manager, is the library's ADA coordinator. She has reached out to the patron, but they have not responded back.

Another comment comes from someone who used to be involved with an unnamed board. The individual was closing all of their accounts and moving away from their county library. They expressed concerns about privacy over what patrons were checking out. Privacy is one of the County Library's core ethics. The board received a reminder that we do not discuss personal or legally protected information. The County Library does not encourage staff to look at or share protected information and expects the board to follow ethics surrounding privacy and GRAMA laws. Joey McNamee reiterated that the library does have access to sensitive information and we would like everyone to refrain from taking that information lightly. An ethics training will happen in a future meeting.

## **AGENDA ITEMS**

### **Introduction of Board Members and County Representatives – Joey McNamee, Interim Library Director**

With the New Year and Joey McNamee's first time as a board facilitator, quick introductions happened for all of the board members and county representatives. It included their job position and time on the board as well as hobbies and books they are reading.

### **Conflict of Interest Forms – Joey McNamee, Interim Library Director**

This agenda item covered a quick reminder to send in Conflict of Interest forms, if still needed, for county records.

## **Chair Elections** – Bill Scarber, Library Board Chair

The meeting had a quorum, but the board agreed they would like to push back elections until more members are present.

## **Legislative Update** – Joey McNamee, Interim Library Director

As of this meeting, the library is keeping track of three specific legislative bills.

- [House Bill 257](#): Sex-Based Designations for Privacy, Anti-Bullying, and Women’s Opportunities
  - This bill discusses bathroom usage based on gender. There is a possibility a monitor would be required with the potential for fines, but it is vague on how compliance would be determined. The law may vary depending on the institution.
- [House Bill 261](#): Equal Opportunity Initiatives
  - This bill would affect DEI / Diversity, Equity, and Inclusion, especially in education. The bill addresses trainings, promoting a certain mindset, and encourages government to maintain neutrality on political topics. At the county level, this would mostly affect the Human Resources department in regards to the hiring and interviewing process, such as asking about diversity and personal characteristics.
- [Senate Bill 86](#): Local Government Bonds Amendments
  - This bill affects how local governments can bond for capital projects. The bill requires a public vote for any lease revenue bond, CVA, MBA, and other tools the libraries uses when building. Various public entities are concerned about this bill and working on a compromise to the language.

## **Policies** – Erin Rigby, Library Manager and Chair of the Policy and Procedure Committee

Erin Rigby, Chair of the Policy and Procedure Committee, provided an update on policies the committee will be focusing on for 2024. Some policies will receive a major overhaul; others will only have minor adjustments.

- Background Check for Presenters
  - Legislation is affecting this process and we will be broadening our scope and receiving feedback from the District Attorney, Megan Smith.
- Theft & Defacement
- Library At Your Door
- Bulletin Board and Community Information
- Court Order Volunteer
- GRAMA
- Lost and Found
- Meeting Space Policy
- Exhibit Policy
- Interlibrary Loan Policy
- Third Party Filming (New)
  - Parks and Recreation are working on a similar policy. We would like to be consistent across divisions.
- Programming Policy (New)

The board thanked Erin for her work on the Policy & Procedure Committee. These policies help keeping the organization running smoothly.

## **STAFF REPORTS**

### **Director Report** – Joey McNamee, Interim Library Director

Joey McNamee gave an update on the building efforts. The library is exploring possibilities of separating the Midvale branch from the Technical Services Department. The building planned to integrate both, but finding a big enough space has been challenging.

Weld Communications is assisting the library with market research for features the public would like in the new West Valley building. As an additional reminder, the building that housed the Smith Branch now belongs to the county. Last year it was used as overfill for the homeless shelter.

### **Finance & Operations Update** – Leslie Wester, Associate Director of Administration

Leslie Webster passed out a copy of the 2024 line item budget. Below is a list of highlighted items in the discussion.

#### Budget Approvals

- Software upgrades
- Hardware upgrades
  - Including a new telephone system and switches
- Elimination of fees on children and teen material
  - The library would like to implement this in April
- Hot Spots
  - The grant expires in September, the approval allows the service to continue
- Naming Consultant for branch and meeting room naming rights

The expanded Sunday hour pilot was not approved at this time. The funds for that pilot will aid in increasing digital services.

Capital projects are in a separate budget. The library is planning a number of projects left over from 2023. County Facilities helped us come up with cost estimates and we do not believe there is enough money in that budget. Prices tend to raise from the original approval to the actual implementation. It is easy to move money around in the operating budget, but we are unable to do that with the capital projects budget. Any amount over the original asking price goes back to County Council for approval.

The library received a couple of grants in 2023, which flowed over to 2024. The South Jordan branch will be piloting a program for a pods grant. These pods are like portable meeting rooms that can be set up with minimal construction. The pods come in various sizes based on the branch needs. These standalone structures will have their own heating and cooling.

Stay tuned for a future update on library long-range plans.

Kathryn Calderon left at 1:30 pm

### **Marketing Update** – Sara Neal, Marketing & Communications Manager

The board report contains the monthly statistics. There is still a problem with some of the reporting process, so the numbers may look slightly different.

Highlighted Stats:

- 12.5 million items in circulation
- 3 million checkouts
- 2.6 million visitors

An upcoming media release includes Mardi Gras as part of the Adult Night Out programs.

### **Personnel Report** – Pamela Park, Human Resource Manager

Employees: 559

40-Hour Merit Staff: 279

30-Hour Merit Staff: 76

20-Hour Merit Staff: 112

Substitute Staff: 92

Current Vacancies: 14

Vacant positions are only recruiting internally at this time and we are being conservative on external hiring. Four external positions are currently being re-classed and a few others may be future re-classes. The library has a great process for acting-in and career mobility positions that will help fill gaps.

The executive recruitment is set to post on February 6 and will close on May 1. The recruitment will coincide with the national Public Library Association Conference. Interviews will begin around Mid-May and go through the month of June. A few board members already stated they would be part of the selection committee. Reach out to Pamela Park with any availability problems. Final candidates will meet with the entire board around Mid-June.

The recruitment will take longer than originally expected, but Joey McNamee has been a library fan since her youth. The library is set to run as usual during the interim process, and the Community Services Director, Robin Chalhoub, supports the process.

In other Human Resource news, a 4% structural increase, where the whole range moves up, received approval for all staff. This aids with equity of moving everyone up to the \$15 hourly rate. The county is also working on a new performance management system. It is a big project and Erin Rigby's South Jordan Branch will act as a pilot location.

Joey, Interim Director, adjourned the meeting at 1:50 pm. Lee Whiting gave a tour of the Hunter branch to interested individuals.