

**Salt Lake County Library Board of Directors**  
**WebEx Meeting**  
**25 January 2021**  
**Approved March 22, 2021**

**Attending:** Kristin Covili, Chair; Chelsea Lindbeck, Cindy Mecklenburg, James Jackson III, Sam Klemm for Richard Snelgrove

**Excused:** Nancy Thorne, Hollie Pettersson, Sandra Osborn

**Others:** Jim Cooper, Elizabeth Thompson, Kathy Christiansen, Matt McLain, Melanie Mitchell, Nyssa Fleig, Pamela Park, Kara VanderLinden, Leslie Webster, Randi Billingsley-White, Robin Chalhoub, Sean Bailey, Sara Neal, Trudy Jorgensen-Price, Carol Ormond, Abby Evans, Alexis Aires, Don White, Jennifer Fay

**Welcome** – *Jim Cooper, Library Director*

Jim welcomed Sam Klemm, senior policy advisor to Councilman Richard Snelgrove and Anthony Loubet, senior policy advisor to Councilman David Alvord and Councilwoman Laurie Stringham.

**Action Item – Approve Minutes from the October 26, 2020 Board Meeting**

James Jackson III moved to approve the minutes from the October 26, 2020 Board meeting.

Cindy Mecklenburg seconded the motion.

The motion passed unanimously.

James Jackson III	aye
Cindy Mecklenburg	aye
Chelsea Lindbeck	aye
Sam Klemm (for Richard Snelgrove)	aye
Kristin Covili	aye

**Public Comments** - None

**Correspondence** - None

There were no specific public comments or correspondence but Jim Cooper said that there has been occasional pushback on wearing masks now that we are open to the public with metered access. We are confident with our mask policy. It mirrors the county's mask policy and has been reviewed and approved by Melanie Mitchell our district attorney counsel. We provide reasonable accommodations for people who can't wear masks through curbside service and making hot spots and Chromebooks available to check out.

**NEW BUSINESS**

**Library's Vision/2021 Priorities** – *Jim Cooper, Library Director*

- Making a positive difference in people's lives is central to all we do.
- State statute authorizes the establishment of a library.
- Duties of the board include:
  - Reviewing expenditures of library funds
  - Evaluating and recommending the construction, lease, purchase, sale of real estate
  - Establishing and revising policies

- Monies that fund the library are exclusively for library use. Use of them for other purposes would create a double taxation issue.
- Under GRAMA library records are private and require a court order or subpoena to access.
- County ordinances mirror State statutes.
- Authority flows from the State to the County through the County Council, Mayor, Library Board, and other elected officials.
- There is a nine member board. Some of the current board members are going off this year.
- Jim reviewed the library administration's organization chart.
- We are a popular library.
- We make ongoing decisions about our business model to ensure sustainability into the future.
- Our libraries are within a two-mile buffer of population centers.
- We strive for equality of service. Each day we transport three tons of materials throughout the valley.
- Values + behaviors = outcomes.
- **Strategic focus:** people, place, and platform, staff and community create a thriving community.
- **2020 library statistics:**
  - Five building projects were completed or underway. Some of these plans began in 2016. Holladay remodel, Kearns new building and a new facilities building were completed. New libraries for Daybreak and Granite are underway.
  - In spite of being closed for three months and having limited services for seven months because of the pandemic, and having the Kearns and Holladay libraries closed for most of the year, we still circulated 8 million items. (Our regular circulation is around 12 million.)
  - During the limited time we have been open we have had 1.1 million visitors. (A typical year is around 4 million.)
  - We completed 480,000 curbside pickups.
  - 5.4 million people visited us virtually and 185,000 people participated in virtual programs through our 24/7 online services.
  - Our statistics demonstrate our ability to pivot and adapt quickly when the pandemic hit.
- **Outcomes** – We are primarily interested in outcomes. An example is a Summer Reading outcome survey done in partnership with the University of Utah. It demonstrated that students who participate in the library's Summer Reading Program experience less of a "summer reading slide" than students who don't participate.
- **2021 Strategic Priorities**
  - Continue to respond to the pandemic
  - Focus on customer experience
  - Expand community engagement
  - Early learning
  - Digital literacy
  - Collection
  - Equality, Diversity, and Inclusion
  - LEED certified buildings
  - Measure outputs and outcomes
- Continue to provide responsive services in 2021
- Staffing – 413.75 FTEs, or 588 full and part-time merit employees
- Open 60 hours a week

- **2021 Budget**
  - Revenues - \$44,302,000, \$42.5 coming from property taxes
  - Expenditures - \$44,377,000, \$31,350,000 for personnel, \$6.5 materials
  - About 50 percent of our materials budget is for digital platforms and the digital collection is growing.
- **2016 – 2021 Library Building Plan**
  - Received council approval to replace buildings that were failing:
    - Library Operations Center
    - Holladay, Kearns, and combine Smith and Columbus libraries in a new library at the Granite High School site, build a new library in the Daybreak community.
  - Future needs:
    - West Valley Library remodeled or replaced
    - New library in the South Valley area to accommodate growth in that area

- **Questions**

Sam Klemm

- How many downloads of books per year or month? Between 100,000 and 200,000
- Has hiring new personnel for our new libraries impacted our budget? A number of elements with the new libraries will impact our budget. The Kearns staff has been hired. We have 61 vacancies so we haven't hired additional Granite and Daybreak staff yet. The Daybreak staff will be all new staff. New Granite staff will be added to existing staff. We will also have additional larger opening day collections, other operational costs, and we'll have to pay for the debt on the bond.

State statute authorizes the collection of taxes for a library up to a .001 levy. We're at .00536 or about 53 percent of the cap which is less than many of the cities within the state levy for good library services.

Email Jim with any other questions.

**Open Meetings Act Annual Training** – *Melanie Mitchell, Senior Attorney, District Attorney's Office*

- Board members are required to have an Open Meetings Act training each year.
- Board members adopt policies and give advice that supports the library's mission.
- Conflict of interest disclosure statements are required each year.
- Board members are prohibited from disclosing confidential information acquired as a board member, using the board position to seek special privileges, and soliciting any gift or loan that would improperly influence the discharge of their public duties.
- The Open Meetings Act exists to ensure that the people's business is conducted openly.
- Board meetings must be open unless properly closed for certain specified reasons. However, the law doesn't require any meeting to be closed.

**Closed Meetings:**

- Meetings must be closed from an open meeting and follow a specified process.
- Closed meetings must be recorded. Detailed minutes may be kept. Records must be permanently kept.
- Closed meetings are for discussion only, not decision making.
- Closed meetings are classified as protected records under GRAMA. They require a court order to open. They may be reclassified.

**Covid-19 changes:**

An anchor location for electronic meetings isn't required but a written statement from the chair is required if there is no anchor location.

**Action Item - Policy Approvals – Jim Cooper, Library Director****- Fines and Fees**

Jim Cooper reviewed changes to the Fines and Fees Policy. We are one of a few urban libraries who charge fines and fees. We don't see this changing anytime soon. We are requesting that the threshold to suspend accounts be increased to \$50 and the threshold to send accounts to collection be increased to \$100.

There was no quorum present so no vote was taken. We will bring this policy back to the next meeting for approval.

**Winter Reading Program – Nyssa Fleig, Library Program Manager**

A winter reading program will roll out the first of February. In November we acquired "Beanstack" an online program that will be on our web site. Nyssa reviewed the participant view.

- Participants receive activity badges when a challenge is completed.
- The goal of the Winter Reading Program is to introduce Beanstack to people to get ready to use for Summer Reading.
- People who complete the Winter Reading challenge will get a free book.
- Participants can enter written reviews or pictures, and get weekly reading recommendations.

Nyssa invited board members to participate in Winter Reading. They can register as individuals or as families. Family registrations are tracked as one.

We'll be adding 1,000 Books before Kindergarten and other initiatives to Beanstack in the future.

**STAFF REPORTS****Board Report – Jim Cooper, Library Director****- No action required**

Covered in the 2021 priorities.

**Human Resources Update – Pamela Park, Human Resources Manager****- No action required**

- Currently 45 vacancies
- Interviewing for 9 positions
- Interviewing for 2 more positions in February
- Hiring exceptions go through a county process.
- Positions we are filling include custodians, shelvers, customer service specialists, librarians, and assistant managers.
- There have been five new retirements.

**Marketing Update – Sara Neal, Marketing Manager****- No action required**

- Marketing's focus is to support programming and events.
- The Kearns virtual ribbon cutting will occur in early February.

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

- No action required

Fiscal is closing out the 2020 budget.

Donations:

- A bench at Magna Library in memory of a patron's mother
- Walmart - books and Covid supplies to Kearns Library
- Scheels - \$1500 to fund create spaces
- \$3,000 for South Main Clinic books for kids to take home.

The meeting adjourned at 2:07 PM.