

**Salt Lake County Library Board of Directors Meeting  
Millcreek Community Center  
25 January, 2016**

**Attending:** Paul Benner, Chair; Kristin Covili, Richard Turpin, Chelsea DiFrancesco, Richard H. Nixon, Cynthia Mecklenburg

**Excused:** Darrell Smith, Steve DeBry

**Others:** Karen Crompton, Jim Cooper, Bev Uipi, Suzanne Tronier, Liz Sollis, Cheryl Mansen, April Townsend, Pete Bromberg, Gordon Bradberry, Brian Maxwell (for Steve DeBry), Carol Ormond, Neil Sarin, Jennifer Fay, Pamela Park

Paul Benner opened the meeting at 12:30 p.m.

**Welcome / Millcreek Library and Community Center Update** – *Susanne Tronier, Millcreek Library Manager & Bev Uipi, Aging and Adult Services Center Manager*

Bev Uipi, Aging and Adult Services Center Manager welcomed Board members to the senior center space in the Millcreek Community Center. The Center is shared by Aging and Adult Services, Parks and Recreation and Salt Lake County Library. The library and the senior center have worked together for 11 years from the design of the building until now. Bev, Suzanne Tronier, Millcreek Library Manager and Jim Cooper, Library Director are the only people involved in the design and construction phase who are still involved with the Millcreek Community Center.

The Millcreek Community Center is the only civic building in the area. Meeting rooms are used all the time.

Some access the Center is being impacted by work on sidewalks in the area and the I-80 freeway entrance will be closed as it is reconfigured.

Suzanne Tronier said that she and Bev collaborate on providing programs for the public.

Millcreek citizens just voted to become a city. They will remain under County Township Services until the end of the year. The new city administration will be voted on in the fall. Bev is running for a city position.

- Millcreek Library circulation is about the seventh highest in the system. The door count is third or fourth highest.
- All librarians do programming including a late-day and evening storytimes for parents who can't come in the morning.
- They have a teen advisory Board and do a teen program once a month.
- Collaborations and cross promotions include a Museum of Fine Arts book group that reads a book and tours the museum, a senior center book group and a recreation center Heart Healthy Month promotion.
- They are just starting a 3-D printer program.

Jim Cooper said that many programs done at Millcreek are unique to the population, their interests and the demographics of the community.

**Welcome Robin Chalhoub, Human Services Department Associate Director – Karen Crompton, Human Services Department Director**

Although Robin wasn't able to attend this meeting Karen Crompton introduced her as her new associate director. Karen reached out to division directors for potential candidates and Jim Cooper recommended Robin who has had a breadth of experience within the County. She started in her new position the first of the year.

Her library position has been reclassified and we will be replacing her. She will continue to work with the library on various programs.

**Welcome Neil Sarin, Deputy District Attorney/Library Counsel – Jim Cooper, Library Director**

Jim welcomed Neil Sarin, the library's new legal counsel. He has been the DAs office 3 ½ years. Jim, Neil and previous counsel David Johnson have met to review current things that the library is working on.

**Minutes from the Previous Meeting/Public Comments/Correspondence**

Richard H. Nixon made a motion to approve of last two sets of minutes. Richard Turpin seconded the motion. The motion passed unanimously.

We have been approached by neighbors of the Millcreek Community Center about the traffic coming on Evergreen. Suzanne has referred this individual to Public Works. We encourage safe driving practices and have speed bumps. Public Works is actively working on the problem.

David Johnson is looking into threatening emails that staff have been receiving. There is nothing actionable.

**OLD BUSINESS**

**Kearns Library Project Update & West Jordan and Facilities Department Proposals – Jim Cooper, Library Director**

**Kearns Library** is a 50-year-old building in an area of Kearns that needs revitalization. The library has set aside money for property acquisition and is working with Township Services on the development of a plan. There is an opportunity for the library to grow from 12,000 square feet to 35,000 square feet. We want to provide adequate meeting room space as well as grow the collection space and teen and create space. Jim has a vision of creating a gateway into Kearns off of 5400 S. and Bangerter Hwy., bringing in community partners and having a plaza with a campus environment.

Karen Crompton said that a library will be a visible evidence of the County's commitment to the community.

Jim has a site map and concepts around what a library might look like and adjacencies around a plaza and parking. This will also benefit other nearby communities such as Taylorsville.

Jennifer Fay, Kearns Library Manager said people are excited about this. People would like the library location to remain where it is now near a middle school and preschools. They have asked Township Services to consider a location that makes sense as the community develops in the future.

Jim would like to leave the current library open during the construction and construct a new library nearby but perhaps not on the exact location. He feels that it would be detrimental to

close and not have library services available for an extended time. He strongly wants to have a great presentation into Kearns off 5400 S. but other locations are being considered.

#### *Facilities Department Land Acquisition*

Due to a surveying error we have been occupying a five-foot strip of land that isn't ours. We need to acquire it.

*Cynthia Mecklenburg made a motion to recommend to the Mayor's Office the acquisition of the five-foot strip of property that the Facilities' Department occupies. Kristin Covili seconded the motion. The motion passed unanimously.*

#### *Right of way Agreement with West Jordan City*

Library patrons and Senior Center patrons would like better connection between our two buildings. West Jordan City is constructing an access road between the two facilities. They are asking for a temporary construction easement. We will maintain full control of ingress and egress to our property. The city will indemnify us during the construction process. Neil Sarin will look at the agreement before we sign off.

*Richard Turpin made a motion recommend to the Mayor's Office to issue to the City a temporary easement to complete construction of the road to connect the Library and the Senior Center. Cynthia Mecklenburg seconded the motion. The motion passed unanimously.*

#### **Project Review** – *April Townsend, Associate Director Finance and Operations*

- Bingham Creek remodel is in the design phase. We don't have a date for closure yet.
- Draper boiler replacement – The library had to close because the boilers actually failed before replacement was able to be completed. Everything is now up and running.
- Holladay children's area has been remodeled.
- Millcreek security cameras have been installed.
- Riverton automatic doors were replaced.
- Taylorsville ADA parking lot project is finished and a new monument sign is going in.
- Tyler's HVAC system is being readied to be replaced. Tyler will be closing the end of February.
- West Jordan ADA ramps are finished.
- West Valley's HVAC will be replaced.
- Whitmore's fire damage repair has been completed. The video studio to record storytimes is going forward.

2016 projects include a remodel project at Smith Library and replacing the elevator at Whitmore.

#### **NEW BUSINESS**

##### **Borrowing Privileges Policy** – *Jim Cooper, Library Director*

Recommendation has been made that we change borrowing limits to 50 for books on CD. This brings the limit consistent with other physical materials. eAudio and other e-items will remain a 10 item limit.

*Richard Turpin made a motion to change the borrowing limits for books on CD to 50. Kristin Covili seconded the motion. The motion passed unanimously.*

##### **Marking Report** – *Liz Sollis, Marketing Manager*

Liz Sollis handed out Marketing packets and reviewed Marketing projects.

- The annual Yule Ball was featured on KSL news.
- Bus ads are on Jordan School District buses.
- 2 billboards are promoting Brainfuse.
- KSL is promoting our 1,000 Books before Kindergarten. It is being featured on Utah Gives Back featuring the Kids Café.
- They are working on promoting outreach programming.
- They are creating business cards as a small promotional tool.
- The Magna community is celebrating 100 years. Marketing created a huge banner for the library.
- They are printing banners for the Mayor's "Working on Innovation Summit."
- At the Marketing planning meeting they created project levels for managing projects.
- They will be hiring a new public relations coordinator.

**IT Report** - *Gordon Bradberry, Associate Director IT & Web Services*  
Gordon came from 15 years in IT in the healthcare industry.

IT is wrapping up a roll out of scan, copy, fax, email, print stations at each library as replacements for all our old copiers. They are also rolling out new management software for public pcs. With that is a new print service that allows people to print wirelessly. From a mobile device they can send a print job from their home computer to the library where it will be stored until they retrieve with a code they receive.

The Library web site needs to be updated and made more user friendly. The web committee is looking at what it should do, how it should look and the scope of the redesign. We will be putting together a scope document and a functionality document and go out to bid this year. Redesign will start in 2017.

## **STAFF REPORTS**

**Statistics** – *Jim Cooper, Library Director*

Business on a physical level seems to have gone down due to closure of building and the number of virtual visits.

We are also deliberately taking programs outside of our branches through our outreach programs. All managers have been tasked with being more engaged in their communities. We are letting the business community know what resources are available to them.

The number of programs and people we touch has increased.

Meeting room spaces are being used widely.

**Human Resources Update** – *Pamela Park, Human Resources Manager*

- One new FTE allocation to hire a new event coordinator was approved in this year's budget.
- We may be looking at additional custodial staff in the future.
- We have 35 vacancies, most due to promotions and retirements.

**Finance & Operations Update** – *April Townsend, Associate Director Finance & Operations*  
2015 ended in good shape with a 4.7% underexpenditure that will be put toward our fund balance.

The fiscal department has been working with branch and program managers to become more familiar with and to understand their budgets. They will be fully allocating the costs of running the branch to branch budgets.

The meeting adjourned at 2:00 p.m.