

**Salt Lake County Library Services Board of Directors  
Draper Library  
22 February 2016**

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

**Excused:** Darrell Smith

**Others:** Jim Cooper, Robin Chalhoub, Danette Hantla, Liesl Seborg, Carol Ormond, Pamela Park, April Townsend, Nyssa Fleig, Peter Bromberg, Cheryl Mansen, Leslie Webster, Liz Sollis, Steve Van Maren, Brian Maxwell, Susan Hamada

Paul Benner called the meeting to order at 12:30

**Welcome – Draper Library Update**, *Danette Hantla, Draper Library Manager*

Draper Library recently celebrated its 10<sup>th</sup> anniversary. Danette has been here for 8 of those years.

*Recent milestones:*

- 2012 - Makeover of the parking lot when they put in the Senior Center. They have a good relationship with them.
- New landscaping
- TRAX station opened
- New Corner Canyon High and Draper Middle School opened

*Impacts:*

- TRAX brings people who couldn't otherwise come to the library – those that are disabled and/or without cars
- Schools have increased the teen and tween population. The library has redone the Teen area to accommodate them.
- More seniors are coming because of the Senior Center.

*Programming:*

- They have about 1700 participants per month.

In January they got new boilers

*2016 Plans:*

The library theme this year is Happiness. Their happiness experiment with displays and activities will involve the public as well as staff.

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

*Richard H. Nixon made a motion to approve the minutes of the January meeting. Kristin Covili seconded the motion. The motion passed unanimously.*

Steve Van Maren, a resident of Sandy, comes to the Senior Center. He loves the online checkout and renewal service. Checkout screens show holds and he would like overdue and coming due items to show on the same screen.

## NEW BUSINESS

### **Opening Meetings Act Review** – *Neil Sarin, District Attorney's Office*

The Board needs to review the requirements of the Open Meetings Act annually to make sure we are in compliance. Neil reviewed a PowerPoint presentation on the requirements.

Items on the agenda as Other can be discussed but the Board can't take action on them.

Neil will get back to Richard Nixon with his question about why a session may be closed to discuss the character, professional competence, or physical or mental health of an employee but not of a candidate for a position.

**Possible Closed Session** to discuss character, professional competence, or physical or mental health of an individual – *Jim Cooper, Library Director*

It wasn't necessary to close the session.

April Townsend has been approached to join Mayor Biscupski's administration. Advise and consent will happen at the City Council meeting next week. This may be her last Board meeting. Jim said April has been a wonderful addition to our team. She has made strides in motivating and building morale in both the fiscal and facilities teams. She has spent time at Facilities on a regular basis. Jim has highly recommended her for the City position and he supports anyone to follow opportunities that come to them.

### **Family Prosperity Initiative** – *Liesl Seborg, Senior Librarian*

Liesl gave a Smart Investing @ Your Library grant update. We have just finished the interim one-year report. She handed out the executive summary.

This is a two-year grant through the American Library Association and the FINRA Investor Foundation worth \$99,000. The Library's role is to coordinate the whole project. We have seven other partners. Fiscal administration is being done by a partner 501c3.

#### *Project Overview*

The goal is to get financial literacy information to the most vulnerable populations - refugees, immigrants and ESL learners.

Classes on Smart Investing have also been developed for English speakers. A 4-week series of classes was held in October 2015 and January 2016 and will be held again in April and September 2016. Liesl recorded the classes and is making them available online. Forty-seven lessons have been developed. Instructors were trained in August and September 2015. There are three levels of curriculum: beginner, intermediate and advanced.

Promotional videos have been completed in English. Videos in Spanish, Somali, & Arabic will be recorded later this week.

The curriculum has been approved and we are about ready to send the physical materials to the printer. Liesl will send a link to the curriculum to Carol to share with Board members. The ESL curriculum will be on Library's web site. The web site will be promoted more broadly when everything is uploaded. We will be bringing in more partners to share the curriculum. It can be used world-wide. There is nothing else like it.

Jim said this demonstrates what the library can do not just locally but nationally and

internationally.

**Juvenile Justice Services Partnership & NACo Award** – *Carrie Rogers-Whitehead, Senior Librarian*

Library staff go to the Wasatch Youth and Decker Lake facilities to do book talks with the boys. Juvenile Justice Services is happy with the partnerships.

- The program began in 2013.
- We serve about 40-60 teens a month.
- Youth participated in last year's Summer Reading program.
- Right now we have three book groups running.
- Staff have to be trained in how to work with the boys.
- The kids at Decker Lake earn restitution hours for reading.
- The Utah State Office of Education provided a \$20,000 grant to provide graphic novels and presenters at 5 secure care facilities.

*Future plans:*

- We will be adding three new staff members to run book groups.
- We are getting student library cards into Juvenile Justice Services.
- We will be expanding the program state-wide.
- An MPA candidate is evaluating the data we are collecting.
- We will be expanding into other facilities.

One of the boys set a goal to read a book every day when he got out and went to the library as his safe place.

Jim Cooper said we will be applying for National Association of Counties (NACo) awards for both this program and the FINRA program.

**Management Team Planning Retreat** – *Jim Cooper, Library Director*

We will have two associate director positions open and have been talking about organizational structure. Nothing has been finalized.

On February 8 the Management Team met at Park City Library. The meeting inspired us to rethink who we are, where we're heading and why we do what we do. We reaffirmed our mission, values and who we serve. We are working toward a new mission statement that could be broader and more encompassing. Priorities that we established for the coming year are:

- Children's services
- Lifelong learning to all citizens
- Expanding our virtual branch – redesigning our web site
- Leveraging partnerships
- Libraries as community gathering spaces
- Kearns Initiative
- Diversity/Inclusion

## **STAFF REPORTS**

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

As the economy improves and we are closer to full employment, less people are coming through our doors and checking out materials. On the other hand, online visitation is increasing and we are reaching a lot more people through outreach programs.

Cheryl Mansen mentioned that as a cost saving measure Technical Services is processing CD and DVD multiple-disc sets as one rather than breaking them into sets of two. This lowers the number of checkouts on those items.

Interlibrary Loans have increased dramatically since the roll out of online requests in January.

**Marketing Update** - *Liz Sollis, Marketing Manager*

The Spring 2016 Library Links features 1,000 Books before Kindergarten, two new options for eMagazines and eNewspapers, the FINRA grant and our new print, scan, copy stations.

We're also advertising that programs are designed with certain developmental stages in mind but are open to all who are interested.

Upcoming Promotions:

- Teen Tech Month
- National Library Month
- Summer Reading Kickoff, Saturday, June 4
- Jim Gill promoting early literacy

Mike Varanakis, our new Public Relations Coordinator will be starting next Monday.

Kids Café will be promoted on KSL at 8:27 a.m., February 29. In partnership with the Utah Food Bank we provide snacks for kids. This may be the only meal they get that day. We will be expanding this to other libraries.

Jim Cooper said we are interested in doing fine waivers. Would the Board like us to bring these requests on an individual basis or adopt a policy to do them at the administration's discretion?

Paul Benner said the Board would like to be kept informed.

Richard Turpin said that we have never been turned down.

Jim said that no action needed to be taken this month. We will agenda this and bring it to the next Board meeting.

Jim's recommendation is to bring forth a policy allowing the director to approve fine waivers. We would notify the Board and track and report the amount waived. It could be reflected on our financial report. There is a delicate balance between providing waivers and having resources needed for library operations. There also is a natural diminishing of revenue from fines and fees as downloadable circulation increases since they don't accrue fines.

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

HR Goals for 2016

- Add two assistant managers for a couple of branches
- Move toward Library Assistants and other professional staff and fewer clerical positions.

Currently there are 27 vacancies. We are reallocating some positions and not necessarily replacing the exact position if it is not needed.

We want to better utilize our outreach librarians by trying to get them dedicated to community engagement and getting more help within the branches.

**Finance & Operations Update** – *April Townsend, Associate Director Finance and Operations*  
Board members were supplied with both the year-end report and the financials as of February.  
At year end we were able to contribute over \$800,000 to our fund balance.  
We have funds set aside to purchase land for the Kearns project.

**OTHER**

*Richard Turpin made a motion to adjourn.*