

**Salt Lake County Library Services Board Meeting
Riverton Library
23 February 2015**

Attending: Paul Benner, Chair; Darrell Smith, Vice Chair; Chelsea DiFrancesco, Kristin Covili, Richard Nixon, Richard Turpin, Cynthia Mecklenburg

Others: Jim Cooper, Karen Crompton, David Johnson, Pamela Park, Peter Bromberg, Don Tingey (South Jordan City), Liesl Seborg, Ruby Cheesman, April Townsend, Leslie Webster, Susan Hamada, Kristin Allred, Liz Anguiano, Kathy Christensen, Steve Van Maren (Sandy resident), Carol Ormond, Matt McLain

Welcome: *Kristin Allred, Assistant Circulation Supervisor*

Kristin reviewed Riverton Library's history. It opened in 1999. It was remodeled in the fall of 2014. Most of the work was done by our facilities staff who repurposed much of the materials.

Minutes from the Previous Meeting

Richard H. Nixon made a motion to approve the minutes of the January Board meeting. Richard Turpin seconded the motion. The motion passed unanimously.

A library user from the Sandy community, Steve Van Maren, introduced himself. He was attending to learn more about library services.

NEW BUSINESS

Introduction of New Board Member Chelsea DiFrancesco – Jim Cooper, Library Director

Jim Cooper welcomed Chelsea DiFrancesco as our new Board member. Her appointment was approved by the County Council last week. She is a library school graduate with hopes of becoming a librarian. She currently works for a health food company. She wants to be involved in libraries and being on the Board is way of doing that.

South Jordan Property Exchange – Jim Cooper, Library Director

Don Tingey of South Jordan City reviewed proposed development to the south of South Jordan Library. Development is imminent. They have met with architects for ideas of what the development might look like. They want to move the ingress/egress and would develop a new roadway into the library.

- Most people now are parking north of the library entrance rather than in the south parking area.
- UDOT has indicated that once all the parties to the agreement are on board they would approve the ingress/egress change. There probably would not be a light at the intersection.
- Library parking would increase from 87 to 101 stalls.
- The property exchange would be a straight across trade for county property.
- Parking would have a cross-easement.
- There would be an opportunity for additional library signage on Redwood Road.
- New development would be restaurant/retail like the rest of the town center.
- Construction should have limited impact on the library traffic.

Paul Benner said it makes sense to put some kind of barrier to slow traffic coming from south and passing in front of the library.

Jim Cooper indicated the library supports the exchange.

Richard Turpin made a motion to recommend the exchange to the Mayor's Office contingent on the DAs Office approving the exchange agreement. Darrell Smith seconded the motion. The motion passed unanimously.

David Johnson, DA for the library and another attorney for the real estate agreement will work out the agreement.

Richard Nixon would like some wording to cover pedestrian safety.

Cross easements will be in perpetuity.

Jim introduced Karen Crompton, Associate Department Director of Human Services. She expressed appreciation for Board volunteers and the importance of their work.

Discussion of Library Key Priorities and Strategic Direction – Peter Bromberg, Associate Director Public Services

Jim Cooper gave a history of the library's 2006 strategic planning effort. Karen Crompton was one of the community group members representing the non-profit Voices for Utah Children.

Peter Bromberg said our current priorities are about 10 years old. Do they still serve us so we can serve our customers and communities?

He provided context by reviewing how the world has changed in the last 10 years and how differently we communicate and connect with each other.

He reviewed the process we have taken with our managers since last year to discuss our direction.

We have revisited our current three priorities and propose rewording them for 2015. We aren't making fundamental changes but are expanding the possibilities of what we do. They would now be:

- Support Education and Life Long Learning
- Stimulate Imagination and Cultivate Curiosity
- Connect and Strengthen Communities

This is still a work in progress. The next step is to take to these priorities to our managers. Peter invited Board feedback.

Karen Crompton asked who we are engaging with now in community groups. We have asked each manager to identify 3-5 groups in their communities that would be good to engage with. An example is Healthy Sandy who has invited the Sandy Library to be an active participant in their organization.

Our agenda is "How can we help?"

Chelsea DiFrancesco said she liked the focus on young people's digital literacy.

As the pace of change is accelerating, the rewording makes us more nimble, flexible and able to respond more quickly, yet it doesn't change our core values.

Karen Crompton likes how it allows us to do place-based projects. Peter Bromberg said we want to be responsible to the local community. Jim Cooper said we have been and remain community-based in addition to being a large system.

Policy Review

Property Disposal – Public Library System Materials – Jim Cooper, Library Director

At the South Main Clinic we give away approximately 1,000 books a month to disadvantaged children. The Health Department and the library want to expand this to other health clinics. Jim wanted to affirm with the Board that our policy provides for us using discarded library materials in library programs. The DA has said it complies. Does the Board think this a direction we should be heading? Karen Crompton said it fits in very well with the Mayor's Healthy Communities. One of the main themes is literacy. It cuts across all agencies and what we are doing.

The policy as it stands supports this. Jim wanted to make sure the Board supports this. Richard Nixon asked about the process for dealing with discarded items. Librarians review materials for discarding. They are marked for disposal. Librarians can review this material before it is exposed to public sale. We can use items for the South Main Clinic. Other material goes to our book sale. If it doesn't sell there it may go to another vendor to sell, or another organization or to be recycled.

This policy would also cover large print material to send to Senior Centers.

The Board supports the policy as it stands.

Lost & Found Policy – Liz Anguiano, Fiscal Department

This is a new policy. Liz Anguiano explained the charge of the fiscal working group who undertook looking at this issue. She reviewed the proposed policy.

- The County doesn't have a lost and found policy.
- The police have been contacted and they are agreeable to taking valuable items within 48 hours.
- Unclaimed money comes to the fiscal department, then to the County and finally to the State as unclaimed property.

Darrell Smith made a motion to approve the Lost and Found Policy subject to adding the disposal of non-valuable items to the policy table. Kristin Covili seconded the motion. The motion passed unanimously.

Food Drive and Fine Waivers – March 16-21 – Jim Cooper, Library Director

Jim Cooper asked the Board to approve waiving up to \$5 in fines for food donated to the Utah Food Bank.

Richard Turpin made a motion to approve waiving up to \$5 in fines for food donated to the Utah Food Bank during the week of March 16-21. Cynthia Mecklenburg seconded the motion. The motion passed unanimously.

Tyler Library Remodel and Closure – Jim Cooper, Library Director

Richard Nixon made a motion to close Tyler Library beginning March 2 for a few weeks for remodeling. Richard Turpin seconded the motion. The motion passed unanimously.

ALA/FINRA Grant Review – Susan Hamada, Associate Director Programming & Outreach and Liesl Seborg, Senior Outreach Librarian

Money comes from bank fines to educate the public. We have received \$99,000 in grant money to educate 1,200 new refugees over the next two years on basic money skills and understanding. This is the first time we have received this grant and we are the first organization in Utah to receive it.

We have partnered with a non-profit, English Skills Learning Center. They will be responsible for training in the first phase of the plan. The curriculum will come from USU Extension Services. Other partners are the International Rescue Community, the Guadalupe Center and the County Office of Innovation.

Phase 2 will be through public programs at the libraries.

Kearns Library Scoping Review – April Townsend, Associate Director Finance & Operations

Kearns Library is 50 years old. It needs a new HVAC system. County Facilities has identified \$600,000 worth of repairs needed between the HVAC and electrical systems. We are working with Architectural Nexus to begin master planning the possibility of doing something different with the space.

What does the community need? They need community space.

Others in the County may want to partner with us. A campus or shared facilities are possibilities. We are beginning the process this week with Architectural Nexus. We have put funds in the 2015 budget to replace the HVAC but is this the best use of the funds? Architectural Nexus' report will cover partners, space, parking, costs, and community needs. We should receive their master plan by May or June. They are under contract with the County to provide this service.

OLD BUSINESS

Book-a-Librarian Program – Peter Bromberg, Associate Director Public Services

Peter Bromberg handed out a Librarian-by-Appointment Service Plan. It is frustrating to both librarians and customers if more time is needed for in-depth research or technology questions if there is a line of people waiting. Reference and research has changed and has freed up some on-desk time. It "re-professionalizes" librarian skills. We are testing the web form and will soft launch March 2.

STAFF REPORTS

Statistics – Jim Cooper, Library Director

Circulation has increased over the last year. The collection isn't going away. Jim pointed out that we didn't have wireless access as we replaced access points in libraries so this statistic wasn't available.

Finance & Operations – April Townsend, Associate Director Finance & Operations

We have nine million dollars in our fund balance.

If we choose to replace the Kearns Library there are resources available.

Richard Turpin made a motion to adjourn the meeting. The meeting adjourned at 2:05 p.m.