

**Salt Lake County Library Board of Directors Meeting
Metro Jail
18 May 2015**

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

Others: Jim Cooper, Trish Hull, David Johnson, Vern Waters, April Townsend, Pamela Park, Carol Ormond, Nyssa Fleig, Susan Hamada, Laura Rogers, Claudia Greaves, Peter Bromberg, Susanne Jones, Tracy Hampton, Jamie Chipman, Brian Maxwell

Welcome: Vern Waters, Jail Library Manager

- We offer library services at the Metro and Oxbow Jails.
- The Library is staffed by 1-40 hour, 2-30 hour, 2-20 hour employees & Vern.
- There are about 2200 prisoners in the jail when it is full.
- Almost 100% of prisoners use the Jail Library.
- Up to four prisoner workers help in the library. The Jail selects prisoner workers that the Library can use. They work two shifts per day. Vern has three days to evaluate a prisoner to decide if they will work out. Their sentence gets reduced for the time they work.
- Materials are limited by space.
- The bulk of the collection is in the housing units. Prisoners are able to ask for specific materials.
- They can send one kite (request) for an item per week.
- Jail materials are separate from other library materials. They are not borrowed from or loaned to other branches.
- Oxbow is a smaller jail. They do programs there.
- They are getting ready for the Summer Reading program in the Jail.

Jim said that this service has one of the most profound impacts on any of our customers. Vern does a Life Skills program where he talks about library resources available on the web site. When prisoners are released there is a library card and information in their personal property.

Minutes from Previous Meeting

Cynthia Mecklenburg moved to approve the minutes of the March meeting. Kristin Covili seconded the motion. The motion passed unanimously.

NEW BUSINESS

Snapshot Day – Nyssa Fleig, Library Program Manager

Snapshot Day was held April 15 which was also a snow day and the Great Shake Out Day. Nyssa shared photos and comments about the library from customers. Mentioned were the library being a safe, welcoming place, loving the holds system and providing resources they can't afford on their own. Nyssa will email information to Jim to email to the Board.

Summer Reading Preview – Marketing Department

The Department did its own graphics this year using the national theme of Every Hero has a story. Claudia Greaves created all the graphics.

New this year:

- A Ravenous Reader category.

- Fliers went out a month ahead so that school districts that were closing early would have them. (120,000 fliers went out to the schools.)
- Yard signs “Library Heroes Live Here” will be distributed at the kickoff. The first run will be 5,000 signs. Any left will go to the branches.
- We have used the money for June prizes and put it toward larger prizes for those who finish the program. Finishers get names in a drawing for grand prizes for each age group at each library.

Jim praised the Marketing team for the remarkable job they have been doing until the Marketing Manager vacancy is filled.

Board members were invited to attend the Kickoff Party, June 6, 10 a.m. to 2 p.m. at the West Jordan Library/Viridian location.

Communication Task Force Report– Peter Bromberg, Associate Director Public Services
We have gathered information from employees about how we can communicate better. Five face-to-face focus groups were held. Seventy-five employees participated. They were asked, “What is working well?” “Where do you feel there is information you want or need?” “Where is information not coming to you all?” and “What if we....brainstorming for ideas.”

We also did an online survey and 32 more people answered.

The task force has prioritized the ideas and will do the high impact, highly doable things first. There was both practical and symbolic value to gathering the information. People appreciated the exercise.

We have implemented a “What if We?” form on the Staff Portal for staff to submit their ideas. It provides structure for thinking through a project.

Jim Cooper said the form is included in the quarterly report. It gives structure and focus for thinking through ideas and all the impacts and is a way to systematize the process.

Holiday Closures – Jim Cooper, Library Director

July 4th – The official County holiday is Friday, July 3. Instead of taking two days off we will be open on July 3 and closed on July 4, the official holiday.

We will also be closed Friday, July 24 for Pioneer Day.

Dick Turpin made a motion to approve closing the libraries Saturday, July 4 and Friday, July 24 for the official holidays. Richard H. Nixon seconded the motion. The motion passed unanimously.

Jim Cooper requested that the Policy Review be moved up on the agenda in the interest of time.

Policy Review

Theft or Defacement Policy

We have a theft case that we are prosecuting and wanted the Board to reaffirm the current policy.

Dick Turpin made a motion to reaffirm the current policy. Kristin Covili seconded the motion. The motion passed unanimously.

Bulletin Board Policy

Jim has received a note from a patron who wants to place an op-ed-type piece in libraries. David Johnson, our DA representative, has been researching this. We have a public information location but it isn't intended for public opinion pieces. One branch has accepted the material and placed it in this public area. One branch did not. The patron has gone to DA and feels that he should be able to place his piece in the public information area. David said that we have created a limited public forum. If we decide to limit materials it has to be a content neutral forum.

Paul Benner asked, "What about pornographic materials?"

David Johnson said we have a policy for dealing with that in our Material Collection Policy.

Jim reviewed the elements of our current policy and what we do exclude.

This patron refers to the public information area. It is limited based on space. We don't have space for opening it to this kind of op-ed piece.

What is the Board's opinion?

Cynthia Mecklenburg thought a more liberal approach would be appropriate.

Paul Benner asked if it is part of our mission to be a public forum.

Jim Cooper said, "Yes, we do want the community to come and have discourse about a variety of issues."

Jim is concerned about what could be placed by the public. Managers would have to determine what to do and make a judgment call.

David Johnson said, "Once you open a limited public forum, you can have some restrictions that are content neutral." We could put content neutral restrictions in place.

The exhibits portion of the policy was discussed. Are exhibits and the bulletin board different? Yes. Jim Cooper described how they differ.

David Johnson said, "This seems similar to complaints we get about materials. Could we handle it in the same way?"

Can we put up a sign saying we don't endorse the opinions expressed?

Do we want to change the policy? If so, how?

In what areas are we accepting materials from the public?

Could we possibly say the area is limited to periodicals?

We could keep the policy broad and expire postings on a regular basis.

Paul Benner wants the policy to fall on the liberal side.

Dick Turpin referred to our guidelines. We would have the policy sub-committee write a new policy.

This policy is in effect until the Board approves a new policy.

OLD BUSINESS

3-D Printer Update – Trish Hull, Magna Library Manager

- Ages 4 – 70 are printing.
- Special needs kids max out the classes the library offers.
- Trish showed items people are coding on their own.
- There were 71 print jobs in April and they could have done 100.
- They are exploring the possibility of getting another printer that can do metal and wood fibers.
- All staff are on board.
- Print materials are cheap - \$65 a roll. Trish thinks seven rolls will last two years.
- Other libraries are interested in getting printers.
- They incorporate elements of education and creation in their programs.

STAFF REPORTS

Jim Cooper referred to the quarterly report. It is self-explanatory.

Long-range plans – Jim Cooper, Library Director

Board members received two handouts. One was the budget we developed under guidance from the Mayor's Finance Office with assumptions that show by 2020 we will have a healthy fund balance of seven million dollars.

We also developed a budget based on the underexpend for this year and assuming we would fund construction of a new Kearns Library. In this scenario we would have a fund balance of three million dollars in 2020.

Human Resources – Pamela Park, Human Resources Manager

Pamela handed out brochures for recruiting the Marketing Managers and the Associate Director for Technology. We think we will have good pool of candidates.

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

- April will email the budget report to Board members.
- The June budget adjustment is in progress.
- The Whitmore remodel is progressing. They will tentatively reopen in early to mid-July.

The meeting adjourned for a tour of the Jail.