

**Salt Lake County Library Services Board of Directors Meeting  
South Jordan Library  
19 June 2017**

**Attending:** Paul Benner, Chair; Nancy Thorne, Richard H. Nixon, Cynthia Mecklenburg, Kristen Covili, Chelsea DiFrancesco

**Excused:** Adam Gardiner, Steve DeBry

**Others:** Jim Cooper, April Townsend, Kent Dean, Jennifer Fay, Vernon Waters, Lindsay Anderson, Carol Ormond, Liz Sollis, Ruby Cheesman, Liam Keogh, Don Tingey (South Jordan City), Jordan Johnston (South Jordan City), Leslie Webster, Robin Chalhoub, Holly Yocom, John Jackson arrived about 1:00 p.m.

Paul Benner called the meeting to order at 12:30 p.m.

**Welcome** – *Vernon Waters, South Jordan Library Manager*

Vern is also known as General Fiction from our library-produced early literacy videos. Before becoming the South Jordan Library Manager, he was the manager of the ADC.

South Jordan is a fairly affluent community.

The library is trying some new programming ideas. They have started a coding program and have had to turn people away.

Vern introduced Lindsay Anderson. She has introduced a yoga storytime, a movement program for ages 1 to 5 that incorporates early literacy elements. The first time 90 people attended. They now do two sessions.

**Minutes from the Previous Meeting**

*Richard H. Nixon made a motion to approve minutes from the March 27, April 24, May 2 meetings. Kristen Covili seconded the motion. The motion passed unanimously.*

**Public Comments**

There were no members of the public present but Jim mentioned that a member of the public, John Jackson, wanted to address the Board but wasn't available until 1:00 p.m. (after the public comment section of meeting).

Jim asked the Board if they would give Mr. Jackson three minutes out of sequence to address the Board today. No decision on his request for reconsideration of materials could be made because his item wasn't on the agenda. Richard Nixon thought he should be allowed to speak out of sequence and the Board was willing to agenda him for 10 minutes on next month's Board meeting.

Jim, board members Nixon and Benner, and Liam Keogh and Melanie Mitchell from the DAs Office have met with him about his requests for reconsideration.

Mr. Jackson will be allowed to address the Board out of sequence today for 3 minutes.

**Library in the Media** – *Liz Sollis, Marketing Manager*

Marketing is sending out media advisories all the time. They submit our calendar of events and they are featured on community calendars. KRCL has done an interview about the library's solar eclipse activities and KSL has done one on our Books for Babies.

**Room Reservation Policy Update** – *Carol Ormond, Office Manager*

Carol Ormond reviewed proposed changes to the library's Room Reservation Policy. We are changing to a new room reservation system that will allow customers to book rooms online rather than going through a multiple step screening process and took this opportunity to review and revise our Room Reservation Policy to make it simpler and easier to understand. Some of the major changes are:

- "Other" room users will include businesses as long as they follow the terms and conditions of the policy. Previously, other referred to non-profit/non-commercial organizations only.
- Minors will be able to book a room. The legal guardian will be the responsible party.

*Cynthia Mecklenburg made a motion to accept the changes as written. Chelsea DiFrancesco seconded the motion. The motion passed unanimously.*

**South Jordan City/Library Land Exchange** – *Jim Cooper, Library Director*

The plaza to the north of the library was originally conceived to be gathering space with a fountain and a canopy of trees. It didn't develop that way.

Now the city has outgrown its space. They need a court building that will also house police and fire administration. The new building will be partially on South Jordan property and partly on Library property. We have been talking with the City about a land exchange. We would convey property to east of our building to the City and they would convey property to the west of the library to us through an interlocal agreement.

The city will raze the current plaza and develop a space that is workable. There will be a water feature but it will be different from the fountain. The city will construct, maintain, and repair the plaza area.

Their three-story building will house the police and police administration and the city court. The Façade will be a combination of the city building and the library design.

Once the plaza is constructed the library is considering converting the large meeting room wall to a window wall and exit to the plaza.

The interlocal agreement and property description are at the County Attorney's Office. Terms include an equal value exchange; the city is responsible for construction, including a kiva, and maintenance; the city will run the plaza and assume liability for it; the library will grant a perpetual easement to the city.

Paul Benner and Richard Nixon have copies of the draft of the agreement.

The city is anxious to begin construction soon. The city will organize construction times and activities so they don't interfere with library operations. We have carpet installation slated for South Jordan and we would time library closure for any construction that would interfere with ingress or egress to the library.

Don Tingey, city manager said that the city plans to close the current entrance from Redwood Road and open and put in a full (right and left turn) access. The median strips would come out and the parking lot would be reconfigured, giving us 45 extra parking stalls.

Jim Cooper said that the property we are exchanging has no real benefit to the library, whereas the additional parking spaces are needed.

Richard H. Nixon expressed concern that as soon as we convey a perpetual easement we don't have an equal value exchange. Jim Cooper said that the language in the agreement says that the property reverts to the library if it no longer is used as a plaza.

Richard also said that he didn't see in the agreement any consideration of the additional parking agreement and wondered if that should be include. Jim Cooper said that we think that is part of the original interlocal agreement and is part of the city's obligation for parking on our property.

Jim reminded the Board that no exchange or purchase of property can go forward without the recommendation of the Board and requested that the Board approve the exchange of property pursuant to the terms and conditions of the interlocal agreement.

*Chelsea DiFrancesco made a motion to recommend the exchange of library property to the City of South Jordan pursuant to the terms and conditions of the interlocal agreement.*

*Kristen Covili seconded the motion. The motion passed unanimously.*

Jim Cooper asked Holly Yocom to have the land exchange put on the Tuesday, June 27 County Council agenda.

Mr. John Jackson joined the Board meeting. Chairman Paul Benner explained the Board could not vote or make a decision on his request for reconsideration of materials because it was not on the agenda. The Board provided him three minutes to present his issue.

There are three DVDs on the library's shelves that include child nudity and child sexuality, *The Silence*, *Archangel* and *Satyricon*. He would like 10 minutes on the next Board meeting agenda and wants to show three clips from each of the movies. He invited Board members to contact him in the meantime. The Board will agenda him on the next Board meeting.

## **NEW BUSINESS**

2018 Budget – *Jim Cooper, Library Director*

Jim reviewed the administration's 2018 budget handout that was presented to library managers. It outlines the library's vision and priorities.

The service priorities are:

- Customer Experience
- Education and Lifelong Learning
- Stimulating Imagination and Cultivating Curiosity
- Connecting and Strengthening Communities

Customer Experience is at the center of service delivery and informs decisions relative to the budget and resource priorities.

2018 budget requests should be framed around the Library Service Priorities and 2018 Outcomes.

Requests should anticipate a flat budget year.

Each member of the Management Team presented specific details of their focus in 2018 to the managers.

At the June 20 General Management Meeting managers and department heads will give their feedback and share their ideas for what they will be requesting.

If the Board has questions about the budget process they can address them to Leslie Webster and April Townsend about how the budget is developed. Leslie said the management team goes through the budget in great detail. This is our first experience going through the budget process with as part of the Community Services Department. We will continue to refine the budget document.

**Marketing** – *Liz Sollis, Marketing Manager*

**Volunteer Recognition** – On April 26 the library hosted a recognition event for library volunteers. Jim Cooper mentioned how many special needs volunteers we have and how appreciative and proud they are of being able to work at the library. Board members are volunteers too and were given a bag with thank you gifts.

**Branding Focus** – We must comply with County branding guidelines and, in conjunction with them, we are also creating our own branding guidelines to increase public awareness as the “County Library.” The department has been recreating many of our documents. *Connect* replaces the *Library Links* newsletter. It connects people to programming by highlighting some of the major events happening. They are also promoted in flyers through the branches.

#### **Partnerships**

- **Clarke Planetarium** – We are providing information about the solar eclipse.
- **Zoo, Arts and Parks (ZAP)** – Libraries are a location to pick up ZAP passports.
- **Natural History Museum** – The Discover Earth exhibit is on display in the West Jordan Library/Viridian lobby.

**OWL Camp** – 1,800 kids applied. The Harry Potter-themed S.T.E.M. event runs July 10 -15. Stop by any one of the days and check out the camp. It's for 11-17 kids.

**Silver Pen** – We are partnering with Aging and Adult Services to promote a writing contest for seniors.

**Library at Your Door** – A service we provide for people who aren't able to come into the library.

In the interest of time, Board members were invited to review statistics and the finance and operations report individually.

The meeting adjourned at 2:40 p.m.

