

**Salt Lake County Library Service Board of Directors Meeting
Bingham Creek Library
August 22, 2016**

Attending: Paul Benner, Chair; Kristin Covili, Richard H. Nixon, Cynthia Mecklenburg, Steve DeBry arrived at 1:30 p.m.

Excused: Chelsea DiFrancesco

Others: Jim Cooper, Megan Smith, Gordon Bradberry, Carol Ormond, Ruby Cheesman, Robin Chalhoub, Liz Sollis, Pete Bromberg, Pamela Park, April Townsend, Leslie Webster, Cheryl Mansen, Brian Maxwell, Nyssa Fleig

Paul Benner called the meeting to order at 12:32 p.m.

Welcome – Bingham Creek Library Update, *Ruby Cheesman, Library Manager*

Bingham Creek Library opened in July 1998 and is undergoing a “mini” remodel this year. A staff of 26 serves a population of 111,946, 45% of whom are kids, tweens and teens. A teen advisory board (TAB) made up of 33 members ages 12 - 17 from 8 schools plan and assist in putting on programs and choosing Young Adult (YA) titles.

Jim Cooper said West Jordan is continuing to grow and develop. West Jordan City is requesting a redevelopment area of about 1,600 acres. A portion of new growth in that area would be forfeited to the RDA board to be used as a rebate incentive to Facebook and other companies who build in the RDA. Mayor McAdams sees no benefit to the County or its residents and opposes the proposal. Over \$200 million would go back to the RDA. The Mayor would like a sense of the Board. In the past we have agreed to support the Mayor’s approval or opposition to such proposals. Jim has analyzed the information and feels it is a significant amount of money for the County to give up. The Council of the Whole and the Mayor are voicing concerns because of the impact.

Richard H. Nixon said the Board doesn’t have enough information to make an informed decision. They will trust the Mayor and the Council to do what’s right for us.

Robin Chalhoub will pass the information on to the Mayor. The Board is not making an official vote on the issue.

Minutes from the Previous Meeting

Richard H. Nixon made a motion to approve the minutes from the previous meeting. Cynthia Mecklenburg seconded the motion. Brian Maxwell constituted a quorum but abstained from voting. The motion passed unanimously.

Public Comments

No members of the public were present.

Correspondence

We received an acknowledgement of the Chris Colfer Young Adult program. He is an actor and has written a series of books “Land of Stories”, the retelling of fables. We were one of half-a-dozen libraries he chose to visit. Kids came in costumes. Jim Cooper read the letter he received

from Rachel Richardson, one of our staff members, thanking the Library for the opportunity and the impact it had on her daughter and niece.

Library in the Media

Board members should be getting emails each time something about the Library appears in the media.

We have been invited by Channel 2 to participate in a S.T.E.M. interview in September.

Jim Cooper mentioned that we are one of seven libraries nationwide that have been invited to participate in Aspen Institutes “What Every American Needs to Know” discussions. Liz Sollis will be attending a kickoff at Anythink Library in Colorado and will facilitate one of the table discussions. She will bring more information to the Board after she gets back.

Ken Verdoia of KUED has agreed to moderate the event we will host. Some libraries will host a program before the election. We will host ours in late January or early February to see if there is any change in the national dialog after the election.

NEW BUSINESS

TochoCon - *Nyssa Fleig, Library Program Manager*

TochoCon is a two-day teen anime convention that the Library hosted on July 29 and 30. (TochoCon means small convention.) The event is free and just for teens. Some of these kids feel marginalized and feel this is a place they can connect with others. The kids work with teen librarians to get ready for their presentations and they participate in teen panels.

Early Learning - *Jim Cooper, Library Director & Nyssa Fleig, Library Program Manager*

Nyssa Fleig described several Early Learning initiatives.

- *1,000 books before Kindergarten* - We have gone through the first printing of reading records and are printing more. Some families are already coming in for certificates.
- *StorySpace* - This is an online story space, created by and featuring library staff, for those who can't come into the library or want additional exposure to story times. We have augmented the page with some additional early literacy information.
- *WeeLearn Launch Pads* - These are tablets preloaded with applications that teach letters, numbers, colors and shapes. They can be checked out from the library. Four libraries have piloted the program.
- *Texting campaign* - Patrons can sign up for early literacy texting tips. The service is free.
- *Ready to Read* - This fall we will launch a program to give books to newborns through local hospitals.

Jim Cooper said early literacy has been a Library priority for many years and is one of our objectives. Not a lot of people are helping infants and children 0 - 3 or mothers understand the importance of early literacy. This is a space that we “own.” We devote a lot of resources to this. We also help with pre-school and kindergarten but the 0-3 area is where we make an impact. We are looking for an Early Learning Program Manager in 2017 to help lead this effort. There are 25,000 babies born in Salt Lake County every year and we need to get information to their mothers.

Marketing – *Liz Sollis, Marketing Manager*

Marketing will be adding @ the County Library to most, if not all, of our materials to identify and distinguish us from the City Library.

Summer Reading - Board members have been getting Summer Reader leader board emails. It's been a good tool to motivate branches to stay on top of what is going on with Summer Reading.

Library Days - Liz passed out tickets for the Natural History Museum of Utah to Board members. Adult Day is September 7 in the evening. The museum will do a behind-the-scenes tour. They are also offering \$2 off admission through September.

Marketing will be announcing the winners of the display contest this week.

PumpkinPalooza - The Library will be giving fine waivers for participating in the costume swap. Liz reminded the Board that they had previously approved a general fine waiver.

Diaper Collection Month - The Library will participate in the diaper drive September 1 - October 1.

Liz handed out a draft copy of Board recruitment flyers. These can be sent to Board members as a pdf to share with potential new candidates.

Library Projects – *April Townsend, Associate Director Finance & Operations*

April handed out Smith and Holladay Libraries project diagrams. The Smith project came from bathroom issues at that location. The Holladay project came from code issues.

Smith Library - We will create a second conference room, redesign the workroom, and are looking at redesigning the information and reference desks.

Holladay Library - The Holladay community is transitioning and has many more children and families than previously. How can we best serve the community? The city hasn't asked for library improvements but citizen groups have. Circulation is still strong at Holladay. There is a school across from the library. Teens are coming in for services after school. There is also an older population that wants quiet space. This creates some tensions for all who want to use the library.

We are extending the current exterior walls and creating new space for the children's area and work room space.

The HVAC is getting outdated. The new HVAC system will have the capacity to cool the larger space.

Additionally, we will be creating space for teen pcs, study rooms, lap top lane, conference rooms and reorienting public pcs.

We are working with GSBS who have a contract with the County to develop new areas. April reported that she has been impressed with them making sure their ideas work for our staff.

The Kearns Library project is still going forward.

West Valley Library still needs attention.

The southwest part of the valley is growing and also needs more resources.

Interns at the Library - *Pamela Park, Human Resources Manager*

Our Library summer interns graduated from the program on August 5. Pamela received feedback that the interns, many of whom are from the refugee community, wanted more time to participate in the program. Supervisors also wished the program could be extended. Pamela is working with the Department of Workforce Services to extend the program to be an after school program as well. The money the interns make is important to their families.

As part of their intern experience, some of refugees prepared a program and shared their stories. Pamela directed Board members to the Library's Facebook page to see a dance program one of the interns put on.

Vacancies (Coverage) - *Pamela Park, Human Resources Manager*

We have posted the *Associate Director* position opened by Susan Hamada's retirement. Pamela feels confident we have wonderful internal candidates and we are also recruiting externally through ULA, ALA and PLA. Recruitment will be open for two weeks.

Early Learning Program Manager - This position will focus on the early literacy programs.

Education Program Manager - This is the position Robin Chalhoub vacated. Sean Bailey has been hired and will be starting September 1.

Associate Director Peter Bromberg has been hired as the City Library director. He has been with the County two-and-a-half years. Jim and Pete have been talking about opportunities to partner and work in more collaborative ways. Together, they want to lift library services in the County and the State.

Peter thanked Board members for the support given to the Library by their service.

The Management Team is dividing out responsibilities for branches until Pete's position is filled.

We just hired five Customer Service Specialist substitutes for the Bingham Creek, Herriman, South Jordan and Riverton areas. We will be hiring more substitutes for other areas in the County.

Jim Cooper said Peter's departure gives us an opportunity for examining how we are organized. What is the right connection into the branches? How do we best deploy resources and support public services?

The Management Team committed to rotating their meetings throughout the branches. Every week we will visit a different location and find out the needs of the staff.

OLD BUSINESS

2017 Budget Update – *Jim Cooper, Library Director*

Jim provided a packet describing how we went through the budget process this year. The Management Team shared their overall vision for the coming budget year with the managers. It included directives from the Mayor's Office and Human Resource needs. We don't just automatically fill vacancies but look at them to see if they will be filled in the best way.

Then managers shared their vision of what they see and are experiencing on the branch level. They put together budgets for their branch and their needs and submitted them to administration.

This year there was about \$2.5 million in excess of what was requested last year. Some requests were filled, some had to be redirected, some were not able to be met this year.

The Management Team prioritized the requests in order to be able to submit a flat budget. We were also asked to find 3% of additional cuts from the flat budget. These budget scenarios were submitted to the Mayor's Office.

- Leslie Webster has been putting numbers into the County's accounting system.
- The mil levy varies from year to year. It may go down.
- We know where portions of the County overhead go, but don't necessarily know the amounts. It would be helpful to have conversations about internal services. Leslie said we know the metrics that are being used but we don't sit down and talk about how the resources are being used.
- Typically, the budget is approved by the first of December. It becomes operative on January 1.

Board Member Recruitment - *Jim Cooper, Library Director*

We would welcome recommendations from Board members for new board members. We have three positions to fill.

Filtering Internet Access Update - *Jim Cooper, Library Director*

Jim Cooper reported on a meeting convened by the State Library, inviting other libraries and State legislators to discuss issues regarding libraries filtering internet access. A constituent had a report from a friend whose son told them he had accessed pornography at the library.

Jim explained the mechanisms that are in place. Legislation is already in place that has been adequate. Jim advised against proposing additional legislation. If there are concerns, they need to investigate the reports they are hearing. We invited them to come to the library and see what filtering is in place. UEN also spoke to the issue. We comply with CIPA, the State Code and Board policies. Jim thinks this is now a non-issue. Steve DeBry said he is glad we are covering our bases.

STAFF REPORTS

Statistics – *Jim Cooper, Library Director*

Jim reviewed the statistical report for July.

Finance & Operations - *April Townsend, Associate Director Finance & Operations*

- *Revenue* - Most of our revenue will post in November when taxes come in.
- We are looking at a \$3.6 million underexpend overall in 2016.
- There has been a slight up-tick in our fund balance.
- Bond proceeds are going to Herriman, Millcreek, Magna and West Jordan Libraries.

The meeting adjourned at 2:14 p.m.