

**Salt Lake County Library Services Board of Directors Meeting
Tyler Library
26 September 2016**

Attending: Paul Benner, Chair; Kristin Covili, Cynthia Mecklenburg, Brian Maxwell representing Board Member Steve DeBry

Excused: Richard H. Nixon, Chelsea DiFrancesco

Others: Jim Cooper, Karen Crompton, Tyler Curtis, Sarah Wegener, Ruby Cheesman, Gordon Bradberry, Sean Bailey, Liz Sollis, Nyssa Fleig, Cheryl Mansen, Pamela Park, April Townsend, Megan Smith, Carol Ormond, Leslie Webster, Darin Butler

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

Welcome – Tyler Library Update, *Sarah Wegener, Library Manager*

In January, Tyler Library had been in this location for 50 years. Ruth Vine Tyler, for whom the library is named, was the originator of the County library system.

They have a staff of 10 or 4 FTEs. Three are Spanish speakers. The community is 25% Hispanic and the school system is over 60% Hispanic.

They were closed for three months starting in March to upgrade the HVAC system. They also upgraded light fixtures and the security system and changed the shelving and the reference desk. They have a new, smaller conference room which is heavily used.

In June they held a “Go Green with the Library” reopening celebration. About 1,000 people attended.

They host a Kids Café where kids 18 and under can get free, nutritious snacks Monday through Friday. Three elementary schools qualify to participate.

They have expanded adult services by doing a monthly adult program and book club.

They are working with the Boys and Girls Clubs

They are committed to working with community partners.

Jim Cooper pointed out that Sarah has emphasized the community connections her library has.

Minutes from the Previous Meeting

Kristin Covili made a motion to approve the minutes of the August meeting. Paul Benner seconded the motion. The motion passed with Brian Maxwell representing Board Member DeBry, abstaining.

Public Comments

None

Correspondence

None

Library in the Media

Channel 2 featured our S.T.E.M. activities this morning.

Taylor Allen, Viridian Events Coordinator appeared on Contact KUED to promote Pumpkinpalooza and other Viridian events.

We are continuing to receive invitations to share information with the media. We are actively reaching out and following up. Even if they don't do a story it keeps them informed and aware of the Library and provides them information for when they are looking for events to promote.

Board Member Applications - *Carol Ormond, Office Manager & Liz Sollis, Marketing Manager*

Carol Ormond referred to Board Member Recruitment flyers and mentioned the online application form and paper forms in the branches being used in the recruitment effort. She asked for the Board's assistance in recruiting new members.

Karen Crompton asked if we had thought about using free PSAs to promote recruitment.

Liz Sollis said that she has thought about sending out a media advisory and contacting other outlets and that Marketing has been promoting it everywhere, including in Library Links. She suggested using photos of current Board members to promote applications.

NEW BUSINESS

Proposal from South Jordan City to adjust property lines - *Jim Cooper, Library*

Director

Richard H. Nixon participated by phone at 12:48 p.m.

South Jordan City has decommissioned the skating rink / fountain in the plaza adjacent to the library. It hasn't worked for a community gathering area and the city is rethinking this space and best use of the property. The city reports that they have outgrown their current city hall and in need of a new courts building. They are suggesting that they locate the courts building on the fountain site. The exact configuration is still in the concept phase, and they propose removing the hard scape and reconfigure it into include green space.

Jim met with the city and discussed pushing the proposed court building further to the east so that the library view would look out onto green space. This would require a modification to existing property lines. Under this scenario the city would be responsible for construction and maintenance of the building and all green space / park area. Jim reminded the board that the city has been a great partner and recommended moving forward with discussions of a property exchange to facilitate the proposal. Jim proposed an equal value exchange of library property with property owned by the City of South Jordan to accommodate a court building and green space / park area.

Paul Benner asked if there are liability issues.

Jim Cooper said liability, and other details of the exchange will be addressed in the exchange documents and Interlocal agreement, which would need to be approved by the county District Attorney's office. Jim said that liability issues could be addressed in language similar to what we have in the existing Interlocal agreement.

Jim reported that GSBS has been contracted by South Jordan for the design. The Library would participate in the design of the green space / park. Jim reported that the space for outdoor library programming is highly desirable and would be an excellent addition to the services provided by the library. Jim also reported that, in the future, he will report back to the Board with any changes to the library's exit out of the auditorium to the park area, but this isn't part of the current proposal.

Richard H. Nixon made a motion directing Library Administration to go forward with negotiations and the drafting of an agreement to exchange property with the City of South Jordan, subject to the Board's review of the agreement prior to execution. Cynthia Mecklenburg seconded the motion. The motion passed with Brian Maxwell, representing Board Member DeBry abstaining.

Granite High School - Jim Cooper, Library Director

Jim Cooper reported that the Library has been interested in improving services in the South Salt Lake and west Millcreek area of the valley for some time. There have been previous discussions about the possibility of something happening with the old Granite High School site that would allow a library to be placed there. The site is currently under contract with Garbett Homes and Wasatch Investment for residential and commercial development. One of the developers has approached Jim about the possibility of a library being part of the development. If this were to move forward, Jim suggested that it would make sense to consolidate the Calvin Smith and Columbus Libraries into a single point of delivery at the Granite site. Jim reminded the Board that the Columbus Library is located just a few blocks away in space leased to the library by the city of South Salt Lake, while the Smith Library, also just a few blocks away, is on property owned by the library. Jim suggested that if there is sufficient interest and commitment from Garbett, Wasatch and the city of South Salt Lake, and a consolidation proposal were to move forward, the library would likely relinquish its lease for the Columbus Library and the Smith Library could be repurposed for other county uses or perhaps as a learning center.

Jim reported that discussions with the developers suggest the existing buildings on the site are apparently not economically salvageable. However, if the library were to join the development, Jim suggested that we might be able to maintain some of the elements of the old buildings and honor the site by incorporating some of the architectural features of the old High School. Jim believes the Library could play a big role in preserving some of the community's history.

Jim asked for a sense of the Board about moving forward with discussions. Jim said there was nothing specific to bring to the Board yet, however, this may happen quickly and may or may not be included in the 2017 budget.

Cynthia Mecklenburg made a motion to continue exploring building a library in conjunction with the future development of the Granite High School site. Kristin Covili seconded the motion. The motion was approved, with Brian Maxwell, representing Board Member DeBry abstaining.

Library Account Policy Revision - Jim Cooper, Library Director

Section 8.6 of the Library Account Policy doesn't allow us to reactivate any cards that have been set to lost status. We would like to be able to reactivate lost cards when they are found by the patron if another card hasn't been issued.

Kristin Covili made a motion to approve a revision to the Library Account Policy by allowing a lost card to be reactivated if a new card hasn't been issued and if proper identification is

presented. Cynthia Mecklenburg seconded the motion. The motion passed with Brian Maxwell abstaining.

Viridian Update & Catering Policy – Tyler Curtis, Viridian Manager

Catering contracts have expired. Tyler wants to rethink how we contract going forward. Right now we have six preferred caterers that people renting Viridian space can choose from. They have been excellent and we have set rates reasonably, but clientele don't understand the value of preferred catering. A lot would like to bring in their own caterers. We have lost thousands of dollars of business for people who go elsewhere.

For the next 6 months Tyler would like catering contracts to expire. The policy would say that food and beverage catering requires caterers who have permits from the Health Department. We will ask for proof that caterers have certification. This will not be open for family members bringing in food. We will reevaluate the new policy after 3 months and do a final evaluation in 6 months. We could go back to catering contracts if needed.

Paul Benner asked about the current alcohol policy. Alcohol is allowed if it is handled by the caterer. This would have to stay the same.

County divisions or departments would welcome a change in the policy. It will give them more flexibility.

Cynthia Mecklenburg made a motion to proceed to with the three- and six-month plan to change and reevaluate the Viridian catering policy.

Jim said that he was concerned about people respecting our property.

Kristin Covili seconded the motion. The motion passed with Brian Maxwell abstaining.

Tyler will keep the Board updated on how this goes. Paul Benner said if it becomes a problem to bring it back to the Board immediately.

Tyler Curtis said that the Viridian is the arts & entertainment branch of library.

- There have been 36,000 visits this year so far.
- They will have hosted over 400 events by the end the year.
- There will be 40 events in October alone. "We own October." Events include:
 - A costume swap - We donate costumes left over to other organizations.
 - A Halloween movie series - We give away the movie and a book related to the movie.
 - Classes - Halloween crafts & ghost hunting, among others.
 - Pumpkinpalooza - The Viridian's signature Halloween festival. This year there will be a VIP Party Friday, October 28.
- Mardi Gras, February 25 - This will be the first "high class" event we will be hosting. We are planning on how to incorporate system resources into the event. There will be a reception and cocktail event and it will be a masquerade event.

Jim mentioned Hogwarts Camp in 2017 (July) that will be S.T.E.M. related with different classes based on the elements of the Harry Potter books.

Library Closures – *Jim Cooper, Library Director*

- *Staff Day - Monday, October 10*
- *Bingham Creek*
- *Holiday closures (in addition to the regular County holiday closures):*
 - *Thanksgiving Eve, Wednesday, November 23, 6 p.m.*
 - *Christmas Eve, Saturday, December 24, all day*

Jim Cooper asked for Board approval to close on the above dates.

- The October 10 closure for Staff Day will be the first time in four years to bring all staff together for training and system-building activities.
- Bingham Creek Library will close approximately November 11 for at least a month to complete remodeling that can't be done with the library open.
- The holiday closures are the dates and times we traditionally ask for closures. Managers will adjust staff schedules on the Christmas Eve closure. In addition, Columbus Library will be closed December 23 which is when the entire Columbus Center closes. Staff will be sent to other locations.

Cynthia Mecklenburg made a motion to approve the holiday closures and other closures as proposed. Kristin Covili seconded the motion. The motion passed with Brian Maxwell abstaining.

Staff Day - *Pamela Park, Human Resources Manager*

Pamela Park introduced Sean Bailey our new Education Program Manager. Sean is putting together the October 10 Staff Day agenda that will be held at the Viridian. He reviewed the day's agenda. Kilo Zamora, noted for his work to effect social change, will be the keynote speaker. Board members are invited to attend, even if they can only come for portion of the day.

Human Resources Update - *Pamela Park, Human Resources Manager*

Staff exchange program - At Staff Day, staff will be introduced to a staff exchange program, complete with passports and guidelines for what they could do when visiting other branches. People have been shy about going to other branches. Hopefully, this will encourage them to visit other libraries to learn more about them and share ideas.

County's incentive awards program - Staff will also learn about the County incentive awards program that allows us to give gift cards as incentive awards.

OLD BUSINESS

Summer Reading Final Report – *Liz Sollis, Marketing Manager*

- We estimated that 7,000 people attended the kickoff party on June 4.
- 55,000 people signed up for the program.
- 22,000 finished the program.
- 5,000 people came to Library Days at the Natural History Museum of Utah. (100 came to the adult only night that included a behind-the-scenes tour.)
- Leader Boards were sent out every week to the branches.
- The Management Team will celebrate those who had the highest increase in numbers for sign-up and finishers and the display winners.
- Through staff and participant surveys, we will have a better idea of what worked and what we need to improve next year.
- Next year's theme will be "Build a Better World."

Citizenship Initiative - *Liz Sollis, Marketing Manager*

The Aspen Institute has invited Salt Lake County Library Services to be one of six or seven libraries in the country to host a forum to discuss “What Every American Should Know.” Some libraries are holding conversations before and immediately following the election. We will do ours after the election in late January or early February. Our role is to convene, set the format and let the citizens guide the conversation. We facilitate. The format can be a panel discussion or table-top talks.

Liz attended a forum and led a table-top discussion at Anythink Libraries in Colorado. About 60 people came. They attended because it was a safe place to have a discussion. With the election, people with differing viewpoints wanted a safe place to talk. The Constitution was a huge topic.

Her observations were that we need to provide both pre- and post-programming; that the forum goes along with *United We Read*, a promotion for patrons of the County, City and Murray Libraries to read and discuss the same book; and that it won't require a huge committee to organize the forum.

Building Updates - *Jim Cooper, Library Director*

Daybreak - Jim is having conversations with South Jordan City about an arrangement with the City to provide library services in the Southwest portion of the area around Daybreak. He believes this will be a conversation and development that will continue to mature.

Kearns Library - It is a huge initiative to define a new town center in Kearns and the library would be a driver for what that would look like. We are still interested in relocating the Facilities Department as part of the Kearns development.

West Valley Library - The HVAC has caused issues. The West Valley location doesn't serve the community where it is. The building is stressed and needs to be replaced. How to move forward requires continuing conversations with the Mayor, the Council and the Board. We still are an anchor in the community and need to provide a safe space for the community.

There are five potential building projects in the next few years.

Jim Cooper invited Board members to look around Tyler Library. It has transformed in the time Sarah Wegener has been the manager.

STAFF REPORTS

Statistics – *Jim Cooper, Library Director*

The statistical report reflects our outputs and informs how we provide staffing.

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

- We are doing well on revenues and expenditures. Much of our revenue will come from property taxes that come due in November.
- We are on track with our underexpenditures. What we underexpend goes into our fund balance.
- Bond proceeds are paying for three of the libraries, Herriman, Millcreek and West Jordan. Bonds will be paid off in 2028.
- We are still considering how to fund the new building projects Jim has discussed.

- Library fees and fines are down. We believe they will continue to fall.
 - More people are checking out online resources that don't have fines associated with them.
 - We look for ways to inform patrons about ways to avoid fines through such things as pre-overdue notices.
 - Many libraries in the country are going fine free. It will be interesting to see how this works. Jim isn't ready to recommend this yet, but we will continue to monitor its effects.

The meeting adjourned at 2:04 p.m.