

**Salt Lake County Library Board of Directors Meeting
Holladay Library
November 13, 2017**

Attending: Paul Benner, Chair; James Jackson III, Nancy Thorne, Richard H. Nixon, Kristin Covili, Frenchell Hampton, Cynthia Mecklenburg, Aimee Winder Newton

Excused: Chelsea DiFrancesco

Others: Holly Yocom, Jim Cooper, April Townsend, Mallory Egger with Mergent, Cheryl Mansen, Leslie Webster, Kent Dean, Susanne Jones, Jennifer Fay, Nic Dunn, Liz Anguiano, Pamela Park, Liz Sollis, Steve Pierson, Carol Ormond

Welcome – Holladay Library Update, *Steve Pierson, Holladay Library Manager*

- Computer classes at the Senior Center have been very successful.
- They have seen a 3% increase in circulation.
- The staff is very customer service oriented. Steve read a letter from a mother praising the staff.

Steve is helping to re-envision what the building will look like for its substantial remodel. A failing HVAC system has triggered the remodel. The building has been here since 1971.

Minutes from the Previous Meeting

Richard H. Nixon made a motion to approve the minutes from the previous meeting. Kristin Covili seconded the motion. The motion passed unanimously.

Public Comments

John Jackson said he felt the Board's decision to maintain the DVD *Archangel* in the collection was made too hastily. He asked for reconsideration of their decision. He displayed images from the movie and described them. He objects to child nudity and child sexuality that is depicted and said the Library is obligated to explain its justification for including it in the collection.

Jim Cooper said the Board has made the decision to keep the item in the collection and stands by that decision.

NEW BUSINESS

Welcome New Board Members

Frenchell Hampton and James Jackson, III introduced themselves as the two newest Board members.

Databases – *Cheryl Mansen, Head, Collections, Acquisitions and Technical Services & Mallory Egger with Mergent will demonstrate two new business databases: Voyant and First Research*

Cheryl Mansen said we ordered four new databases this year – *Muzzy*, a language learning database for children, *Rosetta Stone*, another language learning database, *Odillo*, a Spanish language eBook collection and a business database that helps a person create a business plan.

She explained we are working more with the business community and promoting a theme, "Make money at the library, save money at the library."

Mallory Egger from Mergent described two of their databases that we have purchased, *Voyant* and *First Research*.

First Research provides industry profiles, trends, forecasts, and indicators. It generates reports of 10 – 20 pages as well as summaries of those reports. It gives lists of great questions to ask when people are interviewing.

Voyant allows people to search and apply for jobs outside of those on public job boards. It covers 4,000 occupations. People can build and upload resumes and cover letters. It provides a learning center, documents, webinars, tutorials and videos.

Staff will receive training tomorrow.

Aimee Winder Newton suggested reaching out to State. Are we duplicating what they offer? Mallory said the Department of Workforce Services could upload job postings into this database.

Cheryl Mansen said she could get the subscription price for Aimee.

Jim Cooper said that we partner with the State on many resources and purchase additional ones we think are relevant for our customers. He feels that in-depth searches such as these offer aren't able to be done through Work Force Services, but adds to what is available.

Aimee can get contacts to reach out to DWFS to Mallory.

Book Sales – *Jim Cooper, Library Director*

We are looking at strategies to supplement a decrease in revenue sources of about seven percent a year. We weed about 350,000 items a year and we also receive donations. We feel we can monetize the value of used books better than we do now. We will come to the Board in the future with a proposal for developing a partnership with a vendor to resell items for us. This could involve policy changes. If we contract for the service we would have to have an RFP. They would organize materials before they were put out to a public sale. Items would be scanned and valued. Those not sent to Amazon for sales would be returned to the Library for branch sales. We don't know if we can replace the revenue that we are losing on fines. There are many aspects we have to explore before coming up with a proposal. Jim said he was introducing the idea to the Board for their feedback. Richard H. Nixon encouraged us to look at a way to get more money from book sales.

Policy Updates – *Jim Cooper, Library Director*

Library Use and Behavior – We have consolidated another policy with this policy. The policy explicitly names the parents or guardian of minor children as being responsible for the behavior and use of the library. It creates a regulation about unattended children so staff will know what to do if a child is left unattended for an extended period of time.

Aimee Winder Newton made a motion to approve the policy with the addition of 2.1.2 that says "If a child under 12 is left alone in a library without a parent or caregiver, law enforcement may be called." Kristin Covili seconded the motion. The motion passed unanimously.

Program Presenter and Volunteer Policy

Pamela Park said we do background checks on volunteers and would like to include program presenters under the same guidelines in certain circumstances where they are working with vulnerable populations.

Kristin Covili made a motion to approve the Program Presenter and Volunteer Policy. Nancy Thorne seconded the motion. The motion passed unanimously.

Lost and Found Policy

Carol Ormond reviewed changes to this policy. There were questions about items found outside of the library and if they would be disposed of immediately or go into the lost and found. Leslie Webster said that this change to the policy was primarily to deal to with homeless camps and items associated with them.

The policy was also revised to say that the return of money requires a signed acknowledgement from the owner.

Aimee Winder Newton made a motion to approve the Lost and Found Policy. Kristin Covili seconded the motion. The motion passed unanimously.

Holiday Closures (in addition to County holiday closures) Thanksgiving Eve, November 22, 6 p.m. We requested that in addition to the County Thanksgiving days closures the Library close at 6 p.m. on the Wednesday before Thanksgiving and adjust staff schedules for the closure.

Cindy Mecklenburg made motion to close at 6 p.m. on the Wednesday before Thanksgiving. Aimee Winder Newton seconded the motion. The motion passed unanimously.

Holly Yocom said that since we do this every year we should approve it as an annual closure.

Aimee Winder Newton made a motion to make 6 p.m. the night before Thanksgiving a permanent closure time. Nancy Thorne seconded the motion. The motion passed unanimously.

OLD BUSINESS

Budget Update – Jim Cooper, Library Director

Leslie Webster said we are doing year-end spending. We expect the normal 3% underexpend. Capital projects are moving along. Leslie would be happy to meet with the new Board members and go over the budget

April Townsend said that tomorrow the Council will discuss the Library budget. No concerns have been raised. The operations budget was approved and moved forward. Tomorrow the Council will go into closed session concerning the bond proposal.

STAFF REPORTS

Statistics – Jim Cooper, Library Director

Statistics were provided. Jim invited participation from Board members as to what they would like included. Are the statistics being provided telling them what they would like to know? Aimee Winder Newton asked for them to be broken down by libraries twice a year.

Human Resources Update – Pamela Park, Human Resources Manager

We were just nominated by our employees again for the Top Workplace award. We have a total 586 employees.

We are getting our temporary librarians a raise in order to increase our pool. We are now paying what the City Library pays.

Marketing Update – *Liz Sollis, Marketing Manager*

- We haven't been in the news a lot recently.
- We have been working on branding and did a training for librarians on branding. We are updating hours and closure signs to reflect our branding.

Aimee Winder Newton made a motion to close the meeting for discussion of real estate transactions. Kristin Covili seconded the motion. The motion passed unanimously.

(Frenchell Hampton left at 1:45 p.m.)

Richard H. Nixon made a motion that the Library Board recommend to the Mayor and the Council the acquisition of the Kearns property which we heretofore approved and to include a reasonable sum to resolve any issues related to billboards or other uses of the property with the reasonable amount to be determined by the Mayor's Office and the County Council.

Kristin Covili seconded the motion.

There was no discussion.

The motion passed unanimously by James Jackson III, Nancy Thorne, Richard H. Nixon, Cindy Mecklenburg, Kristin Covili

The meeting adjourned at 2:15 p.m.