

**Salt Lake County Library Board of Directors Meeting
Riverton Library
30 January 2017**

Attending: Richard H. Nixon, Kristin Covili, Chelsea DiFrancesco, Cynthia Mecklenburg

Excused: Paul Benner

Others: Jim Cooper, Karen Compton, Kent Dean, Christa Warren, Carol Ormond, Ruby Cheesman, Megan Smith, Cheryl Mansen, Gordon Bradberry, Leslie Webster, April Townsend, Liz Sollis, Liz Anguiano, Karen Schuring, Kristen Allred, Tawnee McKay (member of public)

Jim Cooper opened the meeting at 12:35 p.m.

Welcome – Riverton Library Update, *Christa Warren, Library Manager*

Christa Warren has been the manager since 2009. The building opened in 1999 and is built in the Carnegie Style. The library is about 14,000 square feet and circulation was about 800,000 items in 2016. The library serves a population of approximately 45,000. Because of its proximity to Utah County they get a lot of visitors from that county. They lack a conference room which would be useful to have. Riverton Library has high circulation and no automated sorting.

Jim Cooper said we have looked at expansion possibilities and in the future will need a larger or an additional new library in the area. There will be a large development west of the library on property the LDS church is selling.

Minutes from the Previous Meeting

*Kristen Covili made a motion to approve the minutes of the December Board meeting.
Richard H. Nixon seconded the motion. The motion was approved unanimously.*

Public Comments

Tawnee McKay, who applied to be a Board member expressed her desire to be on the board.

Correspondence

Jim Cooper read a letter from a patron expressing appreciation for the library's free computer services. It enables him to contribute articles to Wikipedia.

Library in the Media

West Jordan Library – On Wednesday, January 25, an individual followed a young boy into the bathroom. The family didn't notify library staff, but notified a court bailiff outside the library who turned the incident over to West Jordan City police. The person is a regular patron at various libraries. He had been trespassed in 2015 from West Valley Library for a similar offense. The library cooperated with the police and provided evidence that led to his arrest.

Whitmore Library – Kids reported seeing "foot porn" on a library computer to their school counselor who notified the police and they came and retrieved evidence. Our filters block pornography but there are other images that are not blocked because they aren't considered porn. Police are still investigating. The images may not be appropriate and still not pornography.

Our filter blocks websites, but attachments to emails are not filtered. We monitor and observe what is on computers in a passive way. Jim thinks we don't have capacity through software to

block email. Gordon Bradberry, Associate Director Technology knows of no software that could block email. We could block all jpg images but that would block all images coming through.

Karen Crompton said, on behalf of the Mayor's Office, the library handled this exceptionally well.

These incidents have led to better understanding by police of what we can and cannot release, privacy issues and the need for a court order, subpoena or warrant in order to release information. They are aware of our need to comply with state statute and law. They realized that we weren't trying to be obstructionist. This was an opportunity for us to do outreach to make law enforcement aware of the process that is needed.

NEW BUSINESS

Organizational Changes - *Jim Cooper, Library Director*

On tomorrow's Council agenda there is proposal to restructure the Mayor's organization. The Library will be a direct report to Community Services rather than Human Services. Holly Yocom will be the director of Community Services. Tomorrow will be the first reading of the proposal and it will be 15 days before it takes effect. We will continue to work with our partners in Human Services. Clarke Planetarium and Parks and Recreation are among other divisions in the Community Services Department.

Jim has asked Karen Crompton to continue to invite him to Division Directors meetings as appropriate.

Library Ordinance - *Jim Cooper, Library Director*

The County Ordinance governing the Library will need to be changed since the Library will now be operating under Community Services. There may be other changes that would be appropriate to make at the same time:

- Section 2.21.010 – We may want to change the board “shall consist of 9 members” to “may consist of 9 members.”
- Section 2.21.040 A, 2 and 4 - There is uncertainty about what our authority is to waive fines and fees. We would like to strengthen this section to include the ability to waive fines and fees. We believe not having this ability is unreasonable and is bad customer service not being able to negotiate the fines down. We see fines as encouragement, not a punishment. Some libraries are eliminating fines. We aren't ready to go that far, but feel it is appropriate to waive fines and fees.

Other areas in County ordinance asking Megan to look at:

Disposition of library materials – We want to be able to dispose of materials no longer relevant to our community. There is a cottage industry that is a reseller of library materials. It creates a profit for them. We don't enjoy the benefit of that. There are technologies that are emerging that would allow us to process and sell materials.

Richard H. Nixon said he thinks reselling materials for public benefit is a prudent thing to do and is a good thing to clarify.

Jim Cooper said this revenue could be brought back into the library for the public good.

Other County ordinances pertaining to library services to consider changing:

Chapter 10.48 – Library Books

Failure to return books within 5 days of receipt of notice, or who marks, tears or defaces a book in anyway is guilty of a misdemeanor and shall be fined \$100 or imprisoned in the county jail not to exceed one month.

3.32 Library System Purchases

3.32 limits the ability to purchase certain items. We want to clarify additional types of materials we have the authority to buy.

Megan Smith, Richard H. Nixon and Jim Cooper will come up with appropriate language.

Library Account Policy – Jim Cooper, Library Director

We have received a request from a patron that people with rental property within Salt Lake County but who live outside of the county be given free library cards. Currently, as non-inhabitants, they must pay an annual fee for library privileges. We have given the right to library resources to renters.

Jim Cooper thinks this now applies to electronic resources that many non-inhabitants would like to access.

Richard H. Nixon asked how many possible users this would open up to.

Jim Cooper replied we would like to open this to all in a family living outside the county with rental property in the county. He doesn't think this will negatively impact the library and may actually reduce interlibrary loan costs.

Cynthia Mecklenburg made a motion to extend free library card privileges to tax payers of Salt Lake County who live outside the county. Chelsea DiFrancesco seconded the motion. The motion passed unanimously.

Richard H. Nixon said the county may want to weigh in on this.

Jim Cooper said he believes the board does have the authority under County Ordinance Section 2.21.040 - A4 to make this decision.

Retired library employees have requested lifetime access to our system even if they move out of the county.

Cynthia Mecklenburg made a motion that we grant retiring county library employees who are vested in the county's retirement program lifetime access to library materials. Kristen Covili seconded the motion. The motion passed unanimously.

Credit Card Payments – Jim Cooper, Library Director

Comprise, our credit card vendor, did not clear transaction ids and the ids were reused causing patrons to be charged for payment of another individual's fines. Those who received additional charges on their accounts have been reversed. Those who thought they had paid and the payments were coming out of someone else's account have had their fines waived. If there were overdraft charges, we are asking patrons to bring in a bank statement and we are writing checks and taking them to their library branch to pick up. We are asking for Comprise to reimburse all charges. No credit card information was compromised. We think there are 345 individuals and \$7,000 in charges that we will waive, plus the overdraft fees. Comprise will cover

the overdraft fees. We are negotiating with them to cover the \$7,000. We have been proactive in contacting the individuals involved. We are asking Comprise to let us know what they will do so this won't happen again.

Student Cards – *Jim Cooper, Library Director*

We have been issuing student cards to students K – 12. They are limited use - 3 items at a time, allow computer access, no fines accrue - to get cards in hands of students who are unable to get a parental signature.

We think that we can connect the student id number and the library account. We want to expand so that all students in the valley have access to a library card through their student id number. We are trying to eliminate as many barriers to students as possible. If they want to check out more materials they can still have a traditional card.

Holiday Schedule 2017 - *Jim Cooper, Library Director*

Veteran's Day is on Saturday, November 11. The county holiday is Friday, November 10. We would like to remain open on Friday, November 10 and close the libraries on Saturday, November 11.

Cynthia Mecklenburg made a motion to close the library on Saturday, November 11 for Veteran's Day. Richard H. Nixon seconded the motion. The motion passed unanimously.

OLD BUSINESS

Board Member Applicants – *Jim Cooper, Library Director*

There were six applicants. All six were interviewed. We are moving two forward. County ordinance says we can only submit two names in a year.

Building Project Update - *Jim Cooper, Library Director*

Our goal is to bond for five building projects:

- Replace Kearns Library
- Replace West Valley Library
- Relocate Facilities
- Build a new library in the south valley area
- Consolidate Columbus and Smith library services at the Granite High site
 - We have the support of the Mayor's Office and will be speaking with the Council for support.
 - We will need a tax increase sometime before 2020.
 - We are also looking at other funding opportunities.
 - We are hoping to brief the Council in the next few weeks.
 - We would like to go forward with scoping and be able to bond by the end of the year.
 - We will be seeking partnerships with the respective cities.

We are also looking at a significant remodel of Holladay Library and have contracted with an architect for conceptual ideas for how to improve that building.

We are currently working on the remodel of Bingham Creek Library. Ruby Cheesman proposes they reopen on February 27. Her staff is going back on February 6.

Once we are finished at Bingham Creek Library we will be looking at minor repairs at Smith Library. We will also be improving lighting at Draper Library and will have to close during that project for safety purposes.

Marketing Update - *Liz Sollis, Marketing Manager*

WeAsk

Marketing created 20 pull-ups of the top 10 things community members said that every American should know.

Mascot Inauguration

Jazz Bear is swearing in the Owl, our new library mascot, at an inauguration event before the WeAsk event.

United We Read

Liz handed out copies of the book *A Man Called Ove* to Board members.

There will be a screening of the film based on the book on February 13 at the Viridian.

The County, City and Murray Libraries will be putting out a combined calendar of United We Read events.

February 4 is Take Your Child to the Library Day. The Mayor will do storytime at 10 a.m. at Columbus Library. Karen Crompton, Robin Chalhoub and Karen Hale will be doing storytimes at other locations.

February 25 the Viridian will host a Mardi Gras event.

STAFF REPORTS

Statistics – *Jim Cooper, Library Director*

Jim Cooper reviewed the monthly statistics, which included year-end comparisons with 2015.

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

\$1,473 came out of the library's fund balance. However, we anticipate a \$4,529,140 underexpenditure and projected gross fund balance of \$16,374,359 at the end of 2016.

The meeting adjourned at 2:10 p.m.