

**Salt Lake County Library Board of Directors Meeting
Columbus Library
25 February, 2019**

Attending: Kristin Covili, Chair; James Jackson III, Sandra Osborne, Chelsea (DiFrancesco) Lindbeck, Amiee Winder Newton

Excused: Hollie Pettersen, Cindy Mecklenburg, Nancy Thorne, Frenchell Hampton

Others: Wanda Huffaker, Pamela Park, Melanie Mitchell, James D. Cooper, Skip Condie, Liz Anguiano, Liz Sollis, Stephanie Jewett, Jennifer Fay, Maggie Mills, Nic Dunn, Leslie Webster, Holly Yocom, Carol Ormond

Public attending: Steve Van Maren and Andrea Wilkinson

Kristin Covili opened the meeting at 12:30 p.m.

Welcome- Stephanie Jewett, Columbus Library Manager

- The Columbus Library is part of Columbus Community Center. It has been in this location since 2002.
- The library leases the 7,000 square foot space from the city.
- The neighborhood is a major refugee resettlement area, with 30 languages spoken and people from African, Middle Eastern and Southeast Asian regions.
- Mostly the refugee kids use the library.
- The library staff has a good relationship with the Senior Center.
- Seniors use the computers and come to read newspapers.

Minutes from the Previous Meeting

James Jackson III moved to approve the minutes of the previous meeting. Aimee Winder Newton seconded the motion. The motion passed unanimously.

Public Comments

Andrea Wilkinson, who is a graduate student through the University of North Texas library program, introduced herself. Visiting a Library Board meeting was one of her class assignments.

Correspondence

James Jackson III was featured in the recent issue of Utah Business.

NEW BUSINESS

Annual Open Meetings Act Training – Melanie Mitchell, District Attorney’s Office Liam asked Melanie to tell the Board how much he enjoyed working with them. He has been reassigned and Melanie is now our District Attorney representative.

Public bodies have to follow the Open Meetings Act. Meetings have to be open to the public unless they are closed for specific reasons under the law. Melanie covered what a

meeting is. We have an electronic policy so Board members can attend via telephone and other electronic methods. The public still needs to be notified of electronic meetings and there must be a physical place for them to be able to attend.

Closed meetings

Reasons for closing a meeting include discussing personnel issues, litigation and real estate discussions.

The Board has to be in an open meeting and 2/3 of the members have to vote to close the meeting. Closed meetings can only be for discussion purposes and not for taking action. There are no meetings that the Board is required to close. Voting on motions needs to be made in an open meeting.

Twenty-four hour notice is required. The Board can hold an emergency meeting and give as much advance notice as possible. Minutes need to include why the emergency session was needed.

The Library Board is an adjudicative body. By County ordinance we would need the mayor's written approval to close a meeting for this purpose.

Requirement for the meeting records

- We have to have a complete, unedited version of the meeting start to finish.
- Three business days after the meeting it needs to be available to the public.
- Once written minutes have been approved they need to be available to the public within three business days.

Closed meetings

- Keep an unedited recording.
- Written minutes are not required.
- Both are protected under GRAMA.

Minutes must contain date, time, place.

Any action taken during a closed meeting could be voided by the court.

Jim Cooper asked about how specific we have to be in the agenda on action items.

Melanie said that the public has to know what we are voting on. The agenda can't just say "real estate matters." We have to give enough information for the public to know if they should show up.

You have to be able to tell from the written minutes who voted.

Jim Cooper asked for a point of privilege to address the policies before the Intellectual Freedom presentation since one of the Board members had to leave early.

Policy Review – Jim Cooper, Library Director

Fines and Fees

Chelsea Lindbeck made a motion to eliminate the \$5 fee for use of the piano.

Aimee Winder Newton asked if users sign in case they do damage. Jim Cooper said that any library property we own is covered for liability for damages.

Sandra Osborne seconded the motion. The motion passed unanimously.

Library Account

Aimee Winder Newton made a motion to allow free library cards to library contract employees.

James Jackson III seconded the motion. The motion passed unanimously.

Lost & Found

Liz Anguiano asked for changes in the process for dealing with cash found in the library. There is no reason for it to be sent to the fiscal department. The library can hold it themselves for 30 days and after the 30 days deposit it along with the other cash they have collected. They document all cash transactions.

James Jackson III made a motion to retain cash found in the library for 30 days after which it will be deposited into the Library Fund.

Sandra Osborne seconded the motion. The motion passed unanimously.

Sandra Osborne left at 1:01 p.m.

Intellectual Freedom – Wanda Mae Huffaker Librarian & Co-chair Utah Library Association Intellectual Freedom Committee.

This is first time in some years someone from Utah has been on the IFC.

The key role of the library is to seek and receive information and not be restricted by a private agenda. People need the ability to look at all sides of an issue to decide what they believe.

Wanda thanked the library system and the Board for the opportunity to serve in this capacity to take what the county does to a national level and to bring what the national level does to the county.

The Library Bill of Rights is the “constitution” of library systems and originated in 1939. The American Library Association voted last year to open it up to add one more article, Article 7 on privacy. Our library system will have to look at the confidentiality of some of our sign-up sheet procedures.

Wanda is on a committee that is writing 12 new interpretations of the Library Bill of Rights by June.

They just passed a Challenged Resources interpretation. This encompasses every library service, books, programs, displays, social media sites, etc. They want a fair, open process

for discussing differences of opinions on library services. It helps librarians do their best when selecting materials, planning programs, making displays.

Freedom to Read Statement

Aimee Winder Newton asked what the philosophy is on materials that could be harmful - making meth, making bombs, how to commit suicide, etc.

Jim Cooper said we select materials based on popularity. If it's not something widely popular and someone requests an item we may request it from another library. There is no hard and fast rule about what is going to be harmful to others. It is difficult to make a judgment because we don't know what the person wants the research for.

Holly Yocom said that the Freedom to Read Statement is a national statement that we use as guiding principles for the library.

Jim Cooper said it provides insight into what is happening around the country as well as allows us to influence national dialogue. We use it as a touchstone for developing policies.

Wanda Huffaker said our policies are very sound.

We may or may not follow the ALA policies but they are guidelines.

Building Updates – Jim Cooper, Library Director

Jim Cooper reviewed a handout that summarized information about each individual project.

Kearns

Kearns qualifies as a distressed area and the library is eligible to be funded with New Market Tax Credits. The entire site will be closed March 4 and the ground breaking will be scheduled shortly after that.

Daybreak

Daybreak will be the first net zero county building. It will generate as much energy as it uses. We have prequalified contractors and the county selects the low bid on all projects. The building will be financed through a municipal building authority bond. We anticipate ground breaking will be within the next month.

James Jackson III asked why the cost between Kearns and Daybreak is comparable since Kearns will be a larger building than Daybreak. Jim Cooper explained that Daybreak is a more complicated building and a roof top which can be used for programming nearly doubles the size of usable space.

Both of these buildings came in under anticipated costs. Jim Cooper said we are pleased with the price of both of these buildings.

Holladay

A number of issues have come to light during the remodel. We have modified the budget and the amount of \$3.8 million is inclusive of what needs to be done.

County Library Operations Center

We purchased this building and our remodeling it to fit our facilities and maintenance needs.

Granite

There are zoning and permitting challenges with South Salt Lake. We have put a stop work order on the architect. We haven't gone out to bid and won't continue until we know if we can rezone for the library.

Holly Yocom explained that the property is zoned for single family housing. The developer wants it rezoned for higher density housing. We are part of the developer's request for rezoning. We are trying to get two zones with one application. We won't purchase the property unless there is acceptable zoning.

We are also looking at the cost of the project as they request changes and are making sure they don't drive up the cost of the project.

Steve Van Maren asked if the FF & E are included in the cost presented. Yes, they are.

Andrea Wilkinson asked if the library would be a multi-use space. Holly Yocom said not on this site.

STAFF REPORTS

Statistical Report – Jim Cooper, Library Director

We continue to be one of the busier systems in the nation. We would like to have outreach and programming managers present to the Board in the future. They provide services and programs to hospitals, homeless centers, the jail, and to other people in the community who do not come to the library that are not reflected in the statistics.

Human Resources Update - Pamela Park, Human Resources Manager

In January we had twelve people in the county supervisory certificate program and one person in the management certificate program graduate. We are one of the agencies with the most participation in the program.

Marketing Update - Liz Sollis, Marketing Manager

Chinese New Year – 2,000 people attended a Chinese New Year celebration at the County Library Viridian Event Center. A Chinese Railroad Worker exhibit was on display. Liz read a letter from Karen Liu, one of our Youth Services Librarians, expressing what it meant to her to know that that many people from our community were interested in her Chinese culture and how important the library is to her.

In the Media – Library programs including Chinese New Year, Mardi Gras, Muslims in America, and Tolerance Trails were promoted in the media.

United We Read – As in past years we partnered with the City and Murray Libraries and Utah Humanities to encourage residents to read the same book. This year's book selection was *Station Eleven*. Since January 1 the book has circulated 434 times compared to last year's total circulation of 300 times. The City Library saw a 690% increase in circulation from last year's circulation. A countywide committee that includes members from all the libraries who participate, selects the books.

Liz passed out *Connect* the library's publication that highlights programming.

OWL Camp opens March 1 for applications at Slcolibrary.org/wizarding.

Holly Yocom mentioned all the appreciative comments about the library that community members made at the Granite Planning Committee meeting and how important it was to have the new library in their community.

Finance & Operations Update – Leslie Webster, Administrative & Fiscal Manager
The report Leslie handed out was through December 2018.

- Revenue came in higher than anticipated.
- Fines & Fees decreased. This was expected.
- Expenses were close to what was expected.
- We encumbered funds for the collection for the Daybreak Library.

Fund balance – We were planning to go out to bond in 2018 and the proceeds would have covered expenses we already have incurred for our building projects. Because we didn't issue a bond in 2018, we had to cover what had already been spent with money from our fund balance. Three million dollars will be reversed and put back into the library fund within the next couple of months.

The meeting adjourned at 1:59 p.m.