

**Salt Lake County Library Board of Directors Meeting
Bingham Creek
April 23, 2018**

Approved 25 June 2018

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

Excused: Cynthia Mecklenburg, Nancy Thorne, Chelsea DiFrancesco

Others: Jim Cooper, Ruby Cheesman, April Townsend, Kent Dean, Jennifer Fay, Maggie Mills, Leslie Webster, Robin Chalhoub (Community Service Department), Carol Ormond, Anna Vukin-Chow (Community Relations Specialist), Isabelle Roehrig (Community Service Department Administrative Assistant), Wanda Huffaker, Nic Dunn

Welcome – *Ruby Cheesman, Bingham Creek Library Manager*

Ruby reviewed a number of “cool” things about Bingham Creek Library.

- Thirty percent of their service population is under 15; and another 27% is between 20-40!
- They now have 3 new study rooms; new paint and color-coordinated kids, teens and adult areas; a new roof and HVAC; and new end stacks and signage.
- They also have a new Business Center & Teen Space.
- They find over 98% of all holds each day, which equals 10K per month!
- Almost 21,000 folks attended their programs in 2017 – despite being closed for over 3 months!
- Bingham Creek Library will turn 20 years old on July 8, 2018.
- Their super dedicated staff of 25 have a combined total of 332 years worked for The County Library!

Ruby will be retiring in August and will be greatly missed by the library staff.

Minutes from the Previous Meeting: *Richard H. Nixon made a motion to approve both the closed session and open meeting minutes from February. Aimee Winder Newton seconded the motion. The motion passed unanimously.*

Correspondence: Jim Cooper referred to a letter in the statistical report as an example of customer experience interactions that are common throughout the system. This letter was from a customer who has been helped by her friends, the staff at Columbus Library, saying how well she has been treated by everyone.

Public Comments: Anna Vukin-Chow from Mayor's Office was introduced. She is the liaison between the Board coordinators and the Mayor.

NEW BUSINESS

Gordon Conable Intellectual Freedom Award recipient Wanda Huffaker

Jim Cooper, Library Director

This award from the American Library Association (ALA) was first given in 2007. The first recipient was former Board member and Board Chair Ken Verdoia. This year Wanda Huffaker will receive the award at the ALA Conference. Jim Cooper said we are proud to have a representative from Utah and to receive recognition for the work we do to promote and protect intellectual freedom.

Intellectual Freedom – *Wanda Mae Huffaker Public Services Librarian & Director-at-Large ALA Intellectual Freedom Round Table*

Wanda is proud of our Selection and Reconsideration policy. It is very sound. It all starts with the Board. She appreciates that our Board backs up our policies and our librarians.

ALA will be publishing a Selection and Reconsideration Policy. Wanda reviewed elements from their new toolkit.

- Policy should be reviewed regularly.
- Technically, the Board is responsible for the library's resources while the right to select materials is the librarians. She reviewed our selection criteria. It is used for directing people to accurate web sites and news sources as well as selecting materials. She reviewed the need to select materials on controversial topics so that people can have a balanced point of view.
- An emerging issue is removing materials because of an author's beliefs or what an author has done. The works stand on their own, independent of the author.
- Libraries contain works that people find objectionable.
- We defend the principle of intellectual freedom, not the material itself.
- The decision of the Board to remove or not remove an item is final.
- We apply intellectual freedom principles to policies that are being created or that are in effect.
- We look at all our practices and make sure they conform to intellectual freedom and privacy.
- We defend the freedom to choose.

Aimee Winder Newton asked if we have materials that require parental permission labeling.

Yes, R-rated DVDs and explicit lyrics CDs do. The ratings are determined by a third party not by the library. There is not the same labeling on print materials. We see it as an opportunity for parents to discuss with the child.

Open and Public Meetings Act Training – *Liam Keogh, District Attorney's Office*

The public has a right to know what is going on with their tax dollars. Utah Code requires us to have an annual Open and Public Meetings Act training. The Library Board has to comply. Liam Keogh, District Attorney's Office reviewed various aspects of the OPMA with Board members.

- Meetings are not a chance encounter or a social gathering.
- There are public notice requirements and requirements for what must be contained in the records of both open and closed meetings.
- Meetings are open to the public unless they are "closed."
- There are only certain reasons meetings may be closed.
- There are things that can't be done in a closed meeting.
- There are no meetings that must be closed. It is always discretionary, not mandatory.
- It is a potential class B misdemeanor for violating the OPMA.

Aimee Winder Newton asked if we have posted recordings on the Utah Public Meeting web site. We have.

PLA Conference Report - *Jennifer Fay, Associate Director Public Services*

The Public Library Association (PLA) is a division of the American Library Association (ALA). It is held every other year. It is the best conference for professional development for library staff and one of the few external professional opportunities that we send our staff to. We sent about 40 people this year. Most were first-timers.

Over 100 sessions are offered. Three of this year's sessions were given by our library staff - "How to Craft," O.W.L. Camp, and "Building Community through Engaging Law Enforcement".

We created recon teams and listed areas that are relevant to our current interests and needs that we wanted them to find out about. The goal was to bring back as much information as possible and commit to implementing at least one idea.

The *Early Learning* team is investigating removing fines from JV materials with the fiscal group. The *Adult Services* team is looking at citizenship initiatives and at developing programs around culinary literacy, and how those can be used to promote learning and community. The *Diversity and Inclusion* team is rethinking our outreach approach around the Summer Reading Program to reach new communities and customers. And the *Building Design* team is gathering together the cool new products, furniture, toys, and technology they saw to share with the people working on our designing our new branches.

There are also the intangibles of having people working and networking together.

We are building an identity of who we are both internally and nationally.

Jim Cooper mentioned the advances we have made both sharing into PLA and bringing back from PLA.

How did we decide who could go? We created a matrix and asked, have you gone before? If so, what did you do with the experience? Almost everyone who went had never gone before.

This is one of the few external professional development opportunities that our staff attend.

OLD BUSINESS

Building Updates & Approvals - *Jim Cooper, Library Director*

Possible closed session necessary for discussion of real estate transactions

The Sheriff's Department is opening the Oxbow Jail in July. We currently provide services at the ADC. The Sheriff's Office has asked us to offer a more robust service at Oxbow. This will include more staff, a larger collection, and a bigger space.

We want to provide more robust life skills training at Oxbow. We do life skills at the ADC. A number of other agencies help us provide these services.

We will need to go through budget adjustments in June to request new staff.

Aimee Winder Newton asked about providing a mobile library for the jail. Jim said it doesn't work because of security issues. Materials have to be screened and are restricted.

Holladay – The building is 40 years old. The infrastructure is failing. The shape is difficult to work within and it is undersized. Rather than tear the building down we will remodel and expand the space. We originally budgeted 1.8 million dollars for the remodel. HVAC is going to cost significantly more. We will need a budget adjustment to ask for 2.2 million dollars. We have contracted with Method Studios for the remodel.

Kearns and the Facilities Building – We had a voluntary study of our facilities building done by OSHA. They found 35 violations. The building needs to be replaced. We are looking to sell the building and are ready to dispose of it soon.

Kearns – Jim showed an early rendering of a possible design for the building. It will face 5400 South and have an entrance through a public courtyard. We are going through the schematic design now. We'll go into design development soon and start preparing the construction documents.

Daybreak – Our space will be on Granville Avenue and is part of the new town center being developed. We have gone through the schematic design phase. We are looking at having a rooftop garden accessible from the streetscape.

Granite – We will be consolidating Smith and Columbus libraries onto the Granite High School campus. The RFP is on the street and will be closing by the end of this week. Kristin Covili is on the selection committee. Purchase/sale agreement is still being negotiated. We have a need for access through our site from the adjacent property that we expect to have closed within the next two weeks.

West Valley –West Valley City has commissioned a study from an architectural firm for possible location of a 25,000 square foot library in the Valley Fair Mall.

Herriman – We are working with Herriman City on a donation of property. This would be the second library in Herriman. It would service the Riverton, Bluffdale, and Herriman areas. This project schedule is to issue an RFP now, undertake schematic design and design development, issue construction documents in the fall, and open in 2020.

Jim requested a motion to close the meeting to discuss a real estate transaction.

Richard H. Nixon made a motion to close the meeting for real estate transactions discussions. Kristin Covili seconded the motion. The motion passed unanimously.

Return to Open Meeting

Frenchell Hampton made a motion that the Board recommend approving acquisition of the JenMar building for the Facilities Department. Aimee Winder Newton seconded the motion. The motion passed unanimously.

STAFF REPORTS

Statistics – *Jim Cooper, Library Director*

The Library is still quite busy. Jim referred to the number of additional cards registered and the high demand for rooms. Our new buildings will incorporate more meeting rooms. We also continue to build our reach into the community.

Human Resource Update – *Pamela Park, Human Resources Manager*

Pamela thanked our volunteers and said that includes the Board members. She reported on the Volunteer Appreciation Event held the week before the Board meeting and handed out volunteer awards to Board members. Last year 275 volunteers contributed over 12,000 hours of volunteer service.

Marketing & Media Update

Board members received the 2017 Annual Report.

Finance & Operations Update – *Leslie Webster, Administrative and Fiscal Manager*

- We are getting ready to start the June budget reopening for budget adjustments.
- Capital projects are moving ahead.
- Aimee Winder Newton asked about getting information about individual program costs. Leslie said we could provide that.
- Leslie is happy to go over the budget one-on-one with anyone who is interested.

Aimee Winder Newton made a motion to adjourn. Kristin Covili seconded the motion. The motion passed unanimously.

The meeting adjourned at 2:25 p.m.