

**Salt Lake County Library Board of Directors Meeting
Library Administration Board Room
16 December 2019
Approved by the Board 27 January, 2020**

Attending: Kristin Covili, Chair, Nancy Thorne, Vice Chair, James Jackson III, Chelsea Lindbeck, Hollie Pettersson

Excused: Cindy Mecklenburg, Frenchell Hampton, Sandra Osborn

Others: Jim Cooper, Robin Chalhoub, Melanie Mitchell, Elizabeth Thompson, Pamela Park, Trish Hull, Jen Fay, Skip Condie, Steve Van Maren (member of the public), Joy Glad (member of the public), Leslie Webster, Christa Warren, Matt McLain, Vern Waters, Lisa Henderson, Deanna Simonis, Carol Ormond

Welcome – *Jim Cooper, Library Director*

Jim Cooper said the Library continues to pursue its mission of making a positive difference in people’s lives and that we have fostered good relationships within the county and the community.

Action Item – Approve Minutes from the October Board Meeting

Nancy Thorne made a motion to approve the minutes of the October 28 Board meeting. James Jackson III seconded the motion. The motion passed unanimously.

Public Comments - No action required

Steve Van Maren, a member of the public, said that Sandy and Draper have passed idle-free ordinances. He asked if the libraries at these locations would post signs so that the ordinance can be enforced. Jim Cooper felt an idle-free zone would be appropriate. Steve has also approached Salt Lake County Parks and Recreation about posting signs. Steve said he would pursue having signs made by the city.

Joy Glad is a South Salt Lake citizen who visits both Millcreek and Columbus libraries. She would like to be involved in what is happening in South Salt Lake.

Correspondence – No action required

Leslie Webster reported on donations the Library has received. Scheels donated \$2,500 that will be used to help equip a new create space at Sandy Library. Kevin and Sarah Curtis donated \$1,000 to the Holladay Library for a new create space to engage teens. Ryan Timoney donated photographic panels of Horseshoe Canyon’s Great Gallery Wall as an original public art piece for West Jordan Library. Letters have been written and signed by Jim Cooper and Kristin Covili expressing appreciation for these donations.

NEW BUSINESS

Action item - 3D Printing– *Elizabeth “Liz” Thompson, Public Service Librarian* *Request*
for fee approval

Liz Thompson is the chair of the 3D printing committee for the system.

For four years we have offered 3D printing for free. It has been a positive service for our patrons. Now the demand is overwhelming the staff.

We are introducing Do-It-Yourself 3D printing where patrons will be able to design and print by themselves. We would charge 5 cents per gram (limited to 100 grams of filament) and a 50 cent maintenance fee. Additionally, we will be offering more in-depth 3D design classes that will be instructional rather than for trinket making. Beginning and intermediate classes and prints from these classes will be free.

We are in the process of developing training manuals and will have staff at each branch who feel comfortable using the equipment.

Melanie asked if people are signing up with a library card. Answer: We don't require a card now and won't require one for the print by request. We will be requiring a card for the DIY for accountability for equipment.

Melanie asked if there is there a way that DIY can break the machine. Answer: Yes. Ages 8 and under will need an adult for DIY.

Nancy Thorne made a motion to approve the request to charge for 3D printing. Hollie Pettersson seconded the motion. The motion passed unanimously.

Changes will go into effect beginning January 1.

Community Health Worker Partnership – Trish Hull, West Valley Library Manager – No action required

The Community Health Worker Partnership involves 5 organizations Community Faces of Utah organizations that typically don't use libraries, the National Network of Libraries of Medicine (NNLM), University of Utah Center for Translational Studies, Salt Lake City Library, and Salt Lake County Library West Valley branch.

The goal is to get accurate health information into African American, African Refugee, Native American, Pacific Islander, and Hispanic communities. Organizations representing these communities didn't know what we resources the library has and we didn't know what their needs were.

One of the barriers for library use was not seeing themselves in the library. Through the NNLM we received a grant to hire 5 Community Wellness Liaisons (CWL). The U of U is administering the grant and we are hiring the liaisons and will supervise them along with a coordinator from the U. These liaisons will be our bridge between the communities and libraries. They will work in the library 20 hours a week and be the face of their community. They will welcome patrons, learn about health resources, help with patrons, develop and present a health related program aimed at their community. We also hope they will do outreach into their communities and look for opportunities to share activities in their communities with the library. We will have diversity training for all staff to help break down barriers and the CWLs will keep a journal of activity and reflections.

We are in the second month of the \$100,000 NNLM grant that pays for the CWLs. This is a pilot and has never been done before. It is gaining national attention.

Joy Glad asked if we are looking at expanding to other libraries if this goes well. She mentioned the South Salt Lake refugee community specifically.

Jim Cooper said we are assessing and seeing what our roll can and should be. What of the best practices could we adopt when hiring in the library?

Hollie Yocom asked how the liaisons are being trained. They are keeping journals and being evaluated. At the completion of the grant we will have extensive documentation so that this program can be replicated.

The grant ends in April and we will ask for an extension.

James Jackson III said that he would be willing to get involved.

Robins Chalhoub suggested involving the Health Department. Trish said we will be going to them when we need medical advice. Robin also suggested involving Ze Min Xiao, Director of the Office for New Americans & Refugees in the Mayor's Office.

Operation Warm – *Matt McLain, Associate Director Community Engagement* - No action required
Operation Warm approached us about partnering to provide new winter coats and books to children living in poverty. They raised the money for coats and books and found a partner school to support the program.

The organization's first-ever event in Utah was held at the Tyler Library in Midvale. Operation Warm shipped the coats directly to the library. Four hundred kids got coats. They also sent adult coats that went to the homeless shelter. David Bird, Tyler Manager, got the Midvale community involved. The Jazz Bear came. The Utah Food Bank provided snacks. People signed up for library cards at the event.

Operation Warm wants to work with us again and has plans for the first of the year. We will let Board members know when events will be happening so they can come.

Memory Care Program – *Vern Waters, Columbus Library Manager; Deanna Simonis, Public Services Librarian; Lisa Henderson, Customer Service Specialist* - No action required
Vern Waters, Deanna Simonis and Lisa Henderson shared information about the Memory Care Storytimes they do for Alzheimer's patients. This is an underserved population that is growing and needs services. The County Library is the only organization providing this type of program. They use music, visuals and poetry to enrich people's lives. They currently serve 5 memory care facilities in the South Jordan area. There was little information on how to provide storytimes to Alzheimer's patients so they developed the program over a period of time. The storytimes are theme and formula based. They read a poem, walk around showing residents individual pictures related to the poem, and sing a song related to the poem and pictures. They repeat this sequence five times for a 30-40 minute program.

OLD BUSINESS

Finance & Operations Update - *Leslie Webster, Associate Director Finance & Operation* - No action required

- Leslie Webster introduced Russell Snow, Fiscal Manager, who is taking her previous position.
- Finances are in good shape and we are making final purchases for the year.
- Next year will have two buildings, Kearns and Holladay, opening. We will be hiring additional staff for Kearns.

Building Update – *Jim Cooper, Library Director* – No action required
Holladay will be reopening in early 2020. There have been some complications with structural issues. The roof and skylight needed to be replaced rather than repaired.

Kearns will be opening the summer of 2020. Construction is coming along well. It will be closed in within the next month to 6 weeks. At 35,000 square feet this will be the largest library in the system.

Granite – We are working with Wasatch Investments to acquire the property and are hoping to close by the end of the week. The bid package is ready to issue December 18. A pre-construction meeting is scheduled January 3. Bids are due January 30 and notice to proceed will be issued mid to late February.

Daybreak – We pulled back on the bid because of permitting and repricing issues. We cancelled the contract. The rebid documents were issued December 6. Thursday, December 19 is a pre-bid meeting. We will receive bids on January 16 and issue a notice to proceed a couple of weeks after. Construction will start early February 2020. The public art for this building is spectacular.

Both Granite and Daybreak have construction windows of about 14 months.

Riverton closed for a week to replace a skylight.

Bingham Creek will be closing for skylight repairs.

STAFF REPORTS

Statistical Report – *Jim Cooper, Library Director* - No action required
Jim Cooper referred Board members to the statistical report for October/November.

Human Resources Update – *Pamela Park, Human Resources Manager* - No action required

- We will be recruiting 4 new assistant managers to fill vacancies from manager hires.
- We will be holding Marketing Manager interviews this week.

OTHER