

**Salt Lake County Library Services Board of Directors Meeting**  
**Tyler Library**  
**27 January, 2020**  
**Approved 26 April 2020**

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

**Excused:** Frenchell Hampton, Sandra Osborn, Cindy Mecklenburg

**Others:** Melanie Mitchell, Jennifer Fay, Skip Condie, Leslie Webster, Matt McLain, Christa Warren, Pamela Park, Steve Van Maren (member of the public), David Bird, Russell Snow, Carol Ormond, Holly Yocom, Joy Glad (member of the public), Robin Chalhoub

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

Jennifer Fay welcomed the Board on Jim Cooper's behalf. He is attending the American Library Association's mid-Winter Conference.

**Welcome - David Bird, Tyler Library Manager**

David Bird highlighted the "mini" remodels that have improved spaces both inside and outside of the library. Tyler Library partners with a variety of organizations within the community including the Midvale Homeless Coalition, Midvale City, the Road Home, the Utah Food Bank, UPD, Unified Fire, and the Canyons School District. Their efforts encompass services for homeless and underserved populations, and suicide prevention. They reached 900 children during their Trunk or Treat event, gave out 700 new coats and books to Midvale Elementary kids through Operation Warm, are actively encouraging kids to come to the library after school as a safe and welcoming space, and are a key location for small businesses to find resources they need.

**Action Item – Approve Minutes from the December Board Meeting**

Chelsea Lindbeck made a motion to approve the December Board Meeting minutes. Nancy Thorne seconded the motion. The motion was approved unanimously.

**Public Comments** – None

**Correspondence** - None

**Board Applications** – Kristin Covili, Board Chair

There are six applicants to fill the current Board vacancy. Kristin has reviewed them and recommends that all six be scheduled for interviews. In addition to Jim Cooper and Kristin, Nancy Thorne and Hollie Pettersson would like to be on the interview panel. Carol Ormond will set up interviews.

**Action Item – Policy Approval – Jennifer Fay, Associate Director of Public Services  
Fines and Fees Revision**

Christa Warren, Senior Manager of Collections explained that “realia” are non-traditional items for checkout such as telescopes, Storytime to Go kits, Play Away launch pads with preloaded games, and Preserve the Memories equipment.

The Collection Development Committee is asking the Board for approval to charge fines of \$1 day with a \$15 maximum for realia items. They are higher priced to repair or replace and in high demand. The purpose of the fines is to ensure timely return so that more people can have access to the items. This year we will also be doing a pilot for checking out hot spots.

People can put these items on hold.

Chelsea Lindbeck asked if library accounts are blocked from use when realia fines reach \$10. They are but fines on unreturned realia items continue to accrue until they reach the \$15 maximum.

The Board was also asked to approve 3D printing charges of \$.05 per gram up to 100 grams of filament and a \$.50 maintenance fee.

Jennifer Fay asked for approval to eliminate the \$1 a day fee for guest passes. At the time we instituted the fee computers were in high demand and we felt we needed to charge out-of-county users. Since then, usage has dropped and computers are used about 30 percent of the time throughout the system. Jennifer shared data showing a downward trend in revenue from guest passes. She also shared data showing the disparity of amounts of revenue collected by each branch. Those branches collecting the highest amounts are in areas where more people are struggling financially. Students and job seekers are more likely to purchase guest passes than out-of-county visitors.

Leslie Webster, Associate Director Finance and Operations spoke to making up the lost revenue. Some will be offset with charging for 3D printing. Savings will be created by the need for fewer computers in the branches. We will be spending less on what we don't need and adjusting resources to where they are needed.

The sense of the Board was to support the requested changes. Melanie Mitchell, Senior Attorney, District Attorney's Office suggested that if the Board was clear about what was being requested a vote be taken.

Holly Pettersson made a motion to approve all changes to the Fines and Fees Policy as proposed: add overdue fines of \$1 a day with a \$15 maximum and fees covering the cost of lost or damaged realia items plus a \$5 processing fee; add charges of \$.05 per gram up to 100 grams of filament and a \$.50 maintenance fee for 3D printing; eliminate the \$1 a day guest pass charge for computer use. Nancy Thorne seconded the motion. The motion passed unanimously.

**Annual Open Meetings Act Training** – *Melanie Mitchell, Senior Attorney, District Attorney's Office*

This training is required every year. Through adoption of Library policies and advice to the Library the Library Board supports the mission of the Library. This year's training cited four County Conflicts and Ethics acts and ordinances. Board members are prohibited from disclosing confidential information they acquire from being a Board member, using their Board position to seek special privileges, accepting gifts that could be expected to influence the discharge of Board duties.

Board members need to fill out conflict of interest forms each year. They must disclose business interests that are regulated by or do business with the county, compensation for assistance in transactions involving the county, or an interest that creates a conflict of interest with their duties. They need to recuse themselves when they have a direct private financial interest. Any disclosure statements made must be entered in the minutes.

All meetings are open unless they are properly closed. The law doesn't require any meeting to be closed. If it is closed it can only be from an open meeting when a quorum is present and 2/3 vote to close. Meetings may be closed to for a variety of reasons but for discussion only. Decisions based on discussions must be made in an open meeting.

Twenty-four hour notice of a meeting with date, time, place and a detailed agenda must be given. The meeting schedule for the year also needs to be published. Action cannot be taken on items that aren't on the agenda.

Complete, unedited recordings of all open meetings must be kept and made available to the public within 3 business days of the meeting. Written minutes must record the votes taken and the substance of matters discussed.

Emergency meetings may be called.

If the requirements of the Open Meetings Act are violated a court may void any final decisions made in violation of the law, and court costs and attorney fees may be assessed.

**Human Resources Update** – *Pamela Park, Human Resources Manager*  
*Supporting Transgender Staff and Patrons*

The guiding principles are respect and dignity for all. One way this is demonstrated is by calling people by the name they prefer. We are working to get the preferred name field in the library catalog and not require the legal name up front. This isn't the only community that would like a preferred name field.

Pamela reviewed a handout that included the current definition, a list of preferred pronouns and tips for accommodating staff who are in transition.

We develop a transitioning plan with the employee and address the way they want it to be done. The employee sets the time table and the way transitioning is handled.

Pamela emphasized that we are not trying to change anyone's philosophical or religious beliefs but do want people to know that the library is a safe, welcoming space for everyone.

Her advice to staff is to not worry about making mistakes but at least try to respond in ways people prefer.

## **OLD BUSINESS**

**Building Updates** – *Jennifer Fay, Associate Director of Public Services*  
*Holladay* - Grand Opening, Saturday, February 22. We are planning a soft opening before then.

*Create space staffing* – We aren't hiring additional staff for the libraries that have small create spaces, Sandy, Holladay, and Magna. The new libraries with large create spaces have been identified for new staff, 40-hour Library Assistants, to staff them.

## **STAFF REPORTS**

**Statistics** - *Jennifer Fay, Associate Director of Public Services*

- 2019 year-end statistical reports will be available in February.
- Statistics show increasing requests for community spaces.
- Circulation numbers are evening out and increasing even though a number of branches have been closed. Additionally, branches that haven't been affected by the closures have seen circulation numbers increasing.

**Financial and Operations Report** – *Leslie Webster, Associate Director, Finance and Operations*

We don't yet have year-end numbers.

We have received \$82,000 less in revenue than anticipated but this could change by the end of January when final numbers are in.

## **Expenditures**

### *Personnel*

The majority of our underexpenditure is in the personnel sector. We can have up to 20 vacancies at any time. In 2019 there were a number of vacancies to fill.

### *Operating*

Our collection underexpenditure is lower than normal.

Utilities costs are still coming in January which will decrease the remaining budget in that line item.

The meeting adjourned at 1:30 p.m.