

Salt Lake County Library Board of Directors Meeting
WebEx Meeting
27 April 2020
Approved 18 May 2020

Attending: Kristin Covili, Chair; Nancy Thorne, Vice Chair; James Jackson III, Sandra Osborn, Chelsea Lindbeck, Cindy Mecklenburg

Excused: Hollie Pettersson

Others: Jim Cooper, Skip Condie, Carol Ormond, Melanie Mitchell, Leslie Webster, Russell Snow, Chris Dasanjh, Maggie Mills, Matt McLain, Pamela Park, Scott Peacock, Sara Neal, Stephanie Tilt, Trudy Jorgensen-Price, Ernest Bourne, Kim Bryant, Joel Poppleton, Jennifer Fay, Alli Bartus, Lee Whiting, Melissa Wayman, Tyler Curtis, Lynn Hauserman, Cindy Smiley, Vern Waters, Sean Bailey, Kevin Oberhansly, Christa Warren

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

Welcome – *Jim Cooper, Library Director*

Jim Cooper reviewed some of the things the library has been doing in response to COVID-19. We have increased purchasing ematerials, developed online programming, and are referring customers to our databases.

He frequently responds to questions about instituting curbside pickup.

- The Health Department has advised that we do not introduce curbside pickup at the current time.
- We have developed a phased opening plan that may allow us to receive and distribute materials in the future.
- When we do receive materials again, they will have to be quarantined. There are issues with cleaning them.
- We have 400,000 items out. In order to manage the volume of returns we will stagger return times.

Action Item – Approve Minutes from the January 2020 Board Meeting

James Jackson III made a motion to approve the minutes from the January 27, 2020 Board meeting.

Sandra Osborn seconded the motion.

The motion passed unanimously.

James Jackson III – aye

Sandra Osborn – aye

Cindy Mecklenburg – aye

Chelsea Lindbeck – aye

Kristin Covili - aye

Public Comments - No action required

Jim Cooper mentioned the comments he has received about curbside pickup and the desire people express for the library to return to service.

Correspondence – No action required

None

NEW BUSINESS

Action Item - Quiet Title Action, Kearns Metro Township – *Jim Cooper, Library Director*

- Salt Lake County (the “County”) is constructing a new library on property that includes portions of the road of 5375 South, between 4320 West and 4220 West, Kearns, UT, which the Kearns Metro Township (the “Metro Township”) has closed and over which the Metro Township has granted the County an easement. The County records contain no recorded document confirming that the portion of 5375 South between 4320 West and 4220 West was ever dedicated to the public (the “**Subject Road**”).
- The Subject Road has been used as a public road since 1965. The County desires to quiet title to the Subject Road as a thoroughfare dedicated to public use.
- Under Utah Code Ann. § 72-5-104(2), the Metro Township is the relevant “highway authority” possessing jurisdictional authority over the Subject Road. The Metro Township has ultimate responsibility for asserting a public-use dedication by means of a quiet title action under Utah Code Ann. § 72-5-104 (“**Quiet Title Action**”).
- The County has asked the Metro Township to file the Quiet Title Action on its behalf and is willing to reimburse all legal fees, costs, and expenses reasonably incurred in the prosecution of such action as provided in an Interlocal Agreement. It has been determined that the

best interests of the County and the general public will be served by entering into the Interlocal Agreement. The execution of said Interlocal Agreement will comply with all applicable state statutes and County ordinances.

Cindy Mecklenburg made a motion that the Salt Lake County Library Board of Directors accept and approve the Interlocal Agreement, between the County and Kearns Metro Township to quiet title the road of 5375 South, between 4320 West and 4220 West, Kearns, UT and that the County will pay Kearns Township the legal fees for the quiet title. The Library Board recommends that the County Mayor execute the Interlocal Agreement on behalf of Salt Lake County and sign all other documents, reasonably necessary to comply with the County's obligations contained in the Interlocal Agreement.

Chelsea Lindbeck seconded the motion.

James Jackson III – aye
Chelsea Lindbeck – aye
Sandra Osborn – aye
Cindy Mecklenburg – aye
Kristin Covili – aye

Library Response to Covid 19 – Jim Cooper, Library Director

3D Printing – The Library has loaned 3D printers and filament to the University of Utah to print Personal Protection Equipment. To date they have printed about 5,000 items and about 20 percent of these have been from our printers.

Storytimes – Library staff have created storytimes, activities and events that are being offered online almost daily on our website. We are looking at other ways to deliver online services until we begin our phased opening.

Redeployment – About 20 of our staff have been redeployed to other County agencies that need help. Library staff have been driving for and serving in the Quarantine and Isolation Center.

Mardi Gras – Jim Cooper, Library Director

Prior to closing libraries, on February 22, the Viridian Event Center hosted a Mardi Gras celebration, one of its premiere events, that connects adults with library programming.

Its purposes are to provide an adult program that introduces the community to the traditions, history and festivities of Mardis Gras through dance, music, costumes, food and other traditions.

One of this year's goals was to increase attendance from 350 people in 2018 and 2019 to 500 people in 2020. Actual attendance was 520 people.

Based on a survey of 49 percent of guests:

- The event received an overall satisfaction rate of 80% or higher.
Actual: 88%
- Majority of guests learned something new about Mardis Gras – 96% agree or strongly agree
- Majority of guests thought the event was age appropriate, on theme, and supports history and traditions – 95% agree or strongly agree

The survey also indicated that people from every County Library location attended the event.

Holladay Library Grand Opening – *Jim Cooper, Library Director*

On February 22, after closing for a major remodel on October 13, 2018, the Holladay Library hosted its grand reopening event. The extensive remodel included:

- Adult reading nooks
- Drive up bookdrop
- Dedicated Create Space room
- Recording Studio
- Storytime Room
- New reference desk
- New restrooms
- New back room

1,850 people visited the library on grand opening day and 1,952 items were checked out.

OLD BUSINESS

Building Updates – Jim Cooper, Library Director

Holladay and the Operations Center projects are *completed*. The Operations Center is being used to complete the millwork for our new buildings.

Daybreak and Granite projects are *proceeding*. Contracts and financing were in place before the Covid 19 situation and we felt proceeding was the right thing to do.

Daybreak construction meetings with the builder Stallings and the architect Architectural Nexus *have started*. Permits have been issued and notice to proceed has been received. Daybreak community is planning a concert venue adjacent to the library that will complement the library's outdoor roof-top venue.

The Granite project builder is Hughes Construction and the architect is Method Studios. We have received the notice to proceed and are waiting for one more item on the permit to proceed.

Both projects will be on a 14-month construction schedule with an additional 3 months to complete furniture, fixtures and equipment installation, for an anticipated 18-months to opening.

Kearns is about a month-and-a-half ahead of schedule. We anticipate the building being turned over to us about June 18.

- Kearns crews are working under Covid 19 safety guidelines, social distancing, wearing masks, and washing hands frequently.
- Jim shared images of the construction site from a recent visit.
- Mosaics from the outside of the old Kearns Library are being incorporated into the new building.

Budget Update – Leslie Webster, Associate Director Finance & Operations

Leslie reviewed budget adjustments from revenue losses due to the Covid 19 closure and requests from the County for budget reduction scenarios of 3, 5 and 10 percent. Revenue losses are projected to be \$336,500. Worst case scenario cuts of 10 percent plus revenue losses would require a \$4.8 million budget reduction. Some cuts would come from natural reductions in travel and training, and savings from building closures. The two largest amount of reductions would come from collections - \$1.3 million and unfilled vacancies from a hiring freeze - \$1.5 million. We currently have 36 vacancies. We will ask the County for exceptions to fill two vacancies. We'll open Kearns Library with the existing staff and determine how to fill three critical vacancies due to retirements. We won't know what the actual cuts will be for a couple of weeks.

Jim Cooper said that no reduction in force or salary cuts are planned.

The heating and cooling system at Smith Library is an issue. If the HVAC fails this summer we will close it if we can't sustain operations there. Staff would be redeployed to other libraries.

Sandra Osborn asked if the hiring freeze applied to all positions. Leslie Webster said that it does. A person could be given an acting-in assignment but an exception would have to be made for it to become permanent.

The County has approved paying temporary staff through part of April.

The Library budget won't be impacted as much as other divisions because we are funded separately.

STATISTICS

Jim Cooper reviewed the Board statistical report. Covid 19 closing has caused us to consider other ways of measuring our success.

OTHER

The meeting closed at 1:30 p.m.