

**Salt Lake County Library Board of Directors Meeting**  
**WebEx Meeting**  
**18 May 2020**  
**Approved 22 June 2020**

**Attending:** Kristin Covili, Chair; Cindy Mecklenburg, Hollie Pettersson, Sandra Osborn, James Jackson III

**Excused:** Nancy Thorne, Frenchell Hampton

**Others:** Holly Yocom, Jim Cooper, Skip Condie, Nyssa Fleig, Christa Warren, Jennifer Fay, Carol Ormond, Linda Broussard, Joel Poppleton, Trish Hull, Randi White, Scott Peacock, Sara Neal, Matt McLain, Leslie Webster, Susan Spicer, Trudy Jorgensen-Price, Sean Bailey, Russell Snow, Leslie Schow, Kathryn Poelman & Joy Qiao (University of Utah graduate students), Ernest Bourne, Alli Bartus, Vern Waters, Steve Van Maren (member of the public)

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

**Welcome** – *Jim Cooper, Library Director*

**Approve Minutes from the April 2020 Board Meeting**

*James Jackson III made a motion to approve the minutes from the April 2020 Board meeting. Sandra Osborn seconded it. The motion passed unanimously.*

James Jackson III – aye  
Hollie Pettersson – aye  
Sandra Osborn – aye  
Cindy Mecklenburg – aye  
Kristin Covili – aye

**Public comments**

We have been getting about three to five questions a day about when we will reopen. We have responded individually that while we desire to reopen, our priority is protecting the health and safety of our staff and our patrons. We have been following county and health department guidelines. As the governor moves from moderate to low risk, we need to respond appropriately.

Hollie Pettersson said that she has been asked why the rec centers can open and the library can't.

Jim responded that rec centers have a different approach to how they can manage the public. There are a number of things that we need to be concerned about. We have been consulting with the health department about return of materials and things that are high touch.

Starting today we are accepting returned materials. An Institute of Museums and Libraries (IMLS) study indicates that the Corona virus may remain active on materials for 72 hours so we will be quarantining all returned items for 72 hours. There are over 400,000 items out. We won't be receiving them all at the same time. We are inventorying our collection of two million items and are on a path forward to open.

No correspondence

## **NEW BUSINESS**

### **Daybreak Easement** – *Jim Cooper, Library Director*

Rocky Mountain Power has requested a power line easement across our property to a transformer that will be powering Daybreak Library. The easement is about 10 feet wide and 132 feet long. A bench and some plantings will need to be relocated.

*Cindy Mecklenburg made a motion to recommend to the County or the municipal building authority to accept this easement. Hollie Pettersson seconded the motion. The motion passed unanimously.*

Sandra Osborn – aye  
James Jackson III – aye  
Cindy Mecklenburg – aye  
Hollie Pettersson – aye  
Kristin Covili – aye  
Nancy Thorne by email - aye

*Daybreak building update* – Jim Cooper said that the building survey incorrectly placed the building by about 14 feet. The footings were already dug. The change order will create about a one-month delay.

### **Student Card Policy** – *Christa Warren, Senior Manager of Collections*

Christa Warren reviewed proposed changes to student cards. Student cards allow minors to check out 3 items and have full access to the library's other services. A student may get a card without a parent or guardian being present.

Changes requested include:

- Allowing student or staff to fill out an application.
- An exception allowing a student to have both a student card and a full-service card if they have two guardians or if their full-service card isn't active due to fines or fees.
- Children aren't responsible for the fines or fees on their cards and may be issued a student card.

*Sandra Osborn made a motion to approve the changes to the Student Card Policy. Hollie Pettersson seconded the motion. The motion passed unanimously.*

Cindy Mecklenburg – aye  
James Jackson III – aye  
Hollie Pettersson – aye  
Sandra Osborn – aye  
Kristin Covili – aye  
Nancy Thorne by email - aye

### **Summer Reading Program Evaluation** – *University of Utah Graduate Students, Kathryn Poelman & Joy Qiao*

Kathryn and Joy reviewed the results of their study of the library's 2019 Summer Reading Program, *Universe of Stories* and its effectiveness in achieving its goals of engaging the community and increasing the reading of all ages. The findings were an aggregate of the branches and results may have varied branch to branch.

- They analyzed self-checkout only.
- The evaluation period was 18 weeks.
- Participation starts off high and tapers off over the summer. (Some branches were able to maintain more consistent circulation numbers over the summer.)
- Participation spikes in the first two weeks.
- Magna Library had the highest change in circulation.

They compared circulation in June & July 2019 with Summer Reading and April, May & August 2019 without Summer Reading.

They found strong correlation between higher sign-up and higher completion rates. There was not a significant correlation between staff training or fine waivers and completion.

**Virtual Summer Reading 2020 & Outreach Activities** – *Nyssa Fleig, Library Program Manager*

- As much as possible Summer Reading 2020 will be online and touchpoints will be reduced as much as possible.
- Reading records will be printable at home.
- BINGO is being adapted for social distancing.
- There will be no kickoff party.
- Incentives and prizes will remain much the same. (The Natural History Museum of Utah won't be able to host a Library Day but they will provide coupons for discounted passes).

*O.W.L. Camp*

- O.W.L. Camp will be held the last week of June.
- There will be live online content three times during the week.
- Our partners are creating videos.

*ToshoCon*

ToshoCon is held in August. If we are in a green phase, it will be held in person. If not, we are making plans to hold it online.

*Other Virtual Programming*

The library-created virtual escape room has been completed 900 times and six other libraries have asked to use it on their web sites.

*Live Programs*

Live programs for teens and adults have been hosted on various platforms.

The library is creating connections and meeting our mission and goals even in the online environment. We are determining what online success looks like and how to evaluate programs.

**Staff Redeployment Report** – *Linda Broussard, Human Resources Coordinator*

Some library employees have been redeployed to other departments such as the Quarantine and Isolation Center, Language Services, and Economic Development during the Covid crisis. Additionally, fifty-two library employees have sewn 1,875 masks for library staff and, in partnership with Stitching Hearts Worldwide, sixty-five library employees are helping the County with a project to sew 250,000 masks.

**Reopening & Inventory Plans** – *Jennifer Fay, Associate Director of Public Services & Christa Warren, Senior Manager of Collections*

A four-phased reopening plan is being created by a group of 30 employees including branch managers and other staff. We are moving into Phase 1 where we will be resuming some services but are still closed to the public. There are complicated circulation and technical issues that need to be worked out.

*Curbside* – Staff are finishing an inventory of 1.8 million items. The last time the entire collection was inventoried was 2009. We are cleaning up the catalog and doing a collection analysis.

Customers will start getting notices that they have holds ready for pickup on May 21. Pickup by appointment will begin May 26. Customers will be able to make appointments online. They are scheduled 20 minutes apart. Depending on location, libraries have 3 to 7 spaces marked for pickup. Curbside hours are 11 a.m. – 7 p.m. Monday through Thursday and 11 a.m. – 5 p.m. Friday and Saturday. Special accommodations will be made for people with mobility issues.

Currently 25 percent of our staff are in the buildings. This will increase as the phases change.

Jim is targeting July 6 as the date patrons will be allowed in the buildings. Use will be limited to computers and meeting rooms and will also be by appointment.

We must track attendance. We have to reconcile our practices with State statute and Health Department orders. Our priorities are to keep both staff and the public safe and to provide consistent services throughout the system. We have been allowing Wi-Fi access to bleed into our parking lots. We are incrementally restoring services. Opening all facilities to the public is not practical. Some library branches are in areas of the county that are still in an orange phase and other branches are adjacent to these areas. We are working closely with the City Library on reopening plans. They have adopted elements of our reopening plan.

**OLD BUSINESS**

**Building Updates** – *Jim Cooper, Library Director*

- *Daybreak* was already mentioned
- *Kearns* is 96 percent complete. Landscaping is going in. We anticipate a grand opening in late November or December.
- *Granite* – Permits have been approved. Digging has started at the site.

**Budget Update** – *Leslie Webster, Associate Director Finance & Operations*

Budget cuts are primarily based on our revenue losses, not the 10 percent worst-case scenario we provided. The cuts we've been asked to take are closer to one percent although we may need additional cuts.

There will be no RIFs or pay cuts for staff.

**Statistical Report** – *Jim Cooper, Library Director*

People are finding us online. There was a 39 percent overall increase of ematerials checked out - ebooks, eaudiobooks, and emovies – over April 2019.

With curbside beginning, print material statistics will start to go back up.

The meeting adjourned at 2:10 p.m.