

Salt Lake County Library Board of Directors Meeting
June 28, 2021
Kearns Library & WebEx
Approved October 25, 2021

Attending: Kristin Covili, Chair; Nancy Thorne, Vice Chair; Hollie Pettersson, Sam Klemm (for Richard Snelgrove), Cindy Mecklenburg, Sandra Osborn (all Board members attended in person)

Excused: Chelsea Lindbeck

Others: Holly Yocom, Jim Cooper, Nyssa Fleig, Susanne Jones, Carol Ormond, Heather Buhler, Melanie Mitchell, Trish Hull, Sara Neal, Robin Chalhoub, Russell Snow, Jennifer Fay, Steve Van Maren (member of the public), Pamela Park, Paula Larsen (Kearns Community Council), Leslie Webster, Matt McLain, Trudy Jorgensen Price, Christa Warren

Kristin Covili called the meeting to order at 12:30 p.m.

Approve Minutes of the May 24, 2021 Board Meeting

Hollie Pettersson made a motion to approve the minutes of the May 24, 2021 Board meeting. Nancy Thorne seconded the motion. The motion passed unanimously.

Public Comments

Paula Larsen of the Kearns Community Council on behalf of the community thanked the library for the new Kearns Library. The community has learned to love and appreciate the building. Six hundred people came to the Night Out Against Crime event. Through the library over 60 COVID vaccines were administered. Manager Trish Hull gave tours. People were amazed by the mosaic art.

Hometown Night in Kearns will be held August 6 at the library. The public is excited to come and want to hold more events at the library.

Paula Larsen made a formal presentation of an American flag the town council has donated for the building's meeting room.

Jim explained how much of the old building has been included in the construction of this new building.

The weeds are gone and the community is happy!

Steve Van Maren asked how much it cost to build Kearns Library. Ten million dollars.

Steve Van Maren mentioned that Sandy Library had celebrated its 30th anniversary.

Melanie Mitchell, Senior Attorney from the District Attorney's Office said she is being released from her duty as the library counsel. Megan Smith will be attending our next meeting. Melanie expressed how much she has enjoyed this opportunity. Jim thanked her for all that she has given to the library system.

Correspondence – Jim Cooper, Library Director

In response to a complaint from a member of the State School Board, the library has received over 50 emails in support of LGBTQIA+ displays at our branches during PRIDE Month. Jim Cooper said that we display materials that respond to all members of society and support all of our community members. One of our core values is the support of intellectual freedom.

Welcome and Building Tour – Trish Hull, Kearns Library Manager

Trish thanked board members for the vision of the new library. The library has far exceeded the expectations of our staff and community.

Activities and programs are under way. At the Operation Warm event in June, 1,000 each of shoes, books, food, and bags were given out. Extras were given out at the Night Against Crime and remaining items were given to a church group. Other big events are being scheduled and the groups are happy that they can reserve the space for free.

Trish gave a shout out to artist Matt Monson who has tied everything in his library murals to the history of Kearns.

The community loves the staff and have made many comments on how kind they are. Raquel Ruiz, 2020 Utah Library Association Librarian of the Year, is a Spanish speaker and has been as asset to the community and branch.

Programs are offered every night of the week for all members of the family and community. Kearns Library hosts a Kid's Café and serves over 70 children every day. Food is provided by the Utah Food Bank. (Five or six other library branches in Title 1 areas also host Kids' Cafés.)

Jim Cooper said that the Kearns Library is an example of the evolution of library services. Some of our older buildings are reaching the end of their useful lives and will have to be updated. We are creating a facilities master plan for extensive remodeling or rebuilding.

Daybreak and Granite Libraries will have commonalities in layout and design with the Kearns Library. Jim has been asked why we are providing Create Spaces in our libraries. He said there was a time when people couldn't afford to buy books and libraries filled that need by loaning them out. Today not everyone can afford the technology or equipment that library Create Spaces offer them.

Trish took board members on a tour of the building.

NEW BUSINESS

Reclassifications & Tools for Evaluating Staff – Pamela Park, Human Resources Manager

Our agency is allotted a certain amount of FTEs each year. We are very careful about where we utilize these FTEs. Needs change and vary at each branch each year. We have established minimum staffing levels needed for each branch to remain open and base our staffing decisions on that.

Changing needs of the community also dictate what FTEs are needed.

We are seeing the need for less clerical and more paraprofessional positions. We prepare our workforce for changing needs through a variety of ways.

- Career mobility offered through the county - The employee works in a completely different position.
- Staff exchanges worked out with supervisor approval - Staff work at another location for a short period of time to see other processes and procedures and get ideas they can take back to their branches.
- Acting in – When vacancies occur qualified staff fill the position on a temporary basis and gain experience.
- Tuition reimbursement offered by the county - Staff gain education that is relevant to a position within the county.
- Succession planning – We identify key positions and the person in the position mentors qualified candidates and passes on institutional knowledge.

Jim added that job descriptions play an important part in our staffing and vacancies that need to be filled. We constantly reevaluate job descriptions to make sure they reflect current job duties. We review every vacancy before filling it.

2022 Capital Projects Requests – Leslie Webster, Associate Director Finance & Operations

We are heading into 2022 budget planning and will be bringing our operating budget to the board in a couple of months.

We have deferred our capital maintenance budget for a few years. Some of our projects are getting to a critical nature and we will be requesting 14 projects. These have not yet been approved.

1. West Valley – The building needs to be replaced but it can't be. How much money do we put into it to keep it running? The boiler has gone out and we may have to replace it this year.
2. Whitmore is 50 years old. Systems are failing. It was built to code then, but not to current code. Pipes are rusting out. We need to replace all the piping in the basement. If it fails it would threaten a million dollars' worth of materials.
3. Sandy – Piping to the fire suppression system could cause extensive damage.
4. Taylorsville – Replace the roof membrane.
5. Whitmore – Replace the HVAC system.
6. Systemwide – Replace concrete to prevent tripping hazards
7. West Valley – Replace portions of carpet to repair tripping hazards
8. Magna - Replace security cameras that are no longer functional.
9. Hunter – Replace security cameras that are no longer functional.
10. Sandy – Convert to LED lighting.
11. Sandy - Replace the ceiling grid.

12. Bingham Creek – Replace large, grassy areas that require excessive watering with xeriscaping.
13. West Jordan – Replace the fireplace because of a gas leak.
14. Whitmore – Replace the roof flashing and roof membrane.

Sam Klemm asked what the total cost of these projects would be. 1.5 million dollars which is a little less than a normal budget year. These are what we feel that both the budget and the staff can handle.

We'll have the facilities strategic plan ready for the board by the fall. Jim said we have to find the balance between investing in new and existing buildings.

Community Engagement – *Matt McLain, Associate Director Community Engagement*

Grants from the federal government and Utah State Library have funded:

- Memory Care program to take to our aging population
- One thousand Take and Make kits for Early Learning
- \$12,000 for collections

We've applied for a \$20,000 grant for webcams and microphones to do Zoom programming.

We've resumed some in-person programming like the Operation Warm event at Kearns Library. We've done outdoor book clubs for adults and some outdoor programs for kids. In September we'll hold a Chalk the Walk event at the Viridian Event Center.

Our primary responsibility is to keep our staff safe.

We'll be training staff on getting back into in-person programming at a Story Time Summit.

OWL Camp/Other Events - Nyssa Fleig & Heather Hamilton

Nyssa thanked the Kearns Library for hosting the teen Formal Wear Swap in March. Two hundred items were given out. It was the first in-person event held.

Summer Reading started June 1 and goes through July. Three-thousand-eight-hundred patrons are using Beanstack to record their activities online. Paper applications are also available.

Heather Buhler is the newest addition to the Lifelong Learning team.

O.W.L. Camp – This is the fifth year we have been doing this Harry Potter-themed, STEM-based program. This year it was an at-home camp with 1000 kids ages 12 -18 participating. It's most popular with the 11 to 12 year olds. Many of our community partners were unable to participate this year because of COVID recovery. We received many comments on how wonderful the Viridian was setup for the kids to come and pick up their things. Parents were happy and grateful for all the effort put into the program. Jim added how fabulous the program is, emphasizing how it is a STEM activity as well as being fun.

Cindy Mecklenburg asked if any kids who wanted to participate were turned away. Nyssa said that kids still needed to apply but all were able to participate. We had about the same number of kids apply this year as in past years.

STAFF REPORTS

Statistical Report – *Jim Cooper, Library Director*

Jim reviewed the statistical report. We are still recovering from COVID. We are the 12th largest circulating library in the nation. This speaks highly of our staff and online presence. Things are looking very encouraging in the future.

Marketing Update – *Sara Neal, Marketing Manager*

Sara reported we've had good media coverage of O.W.L. Camp, Juneteenth, and Operation Warm.

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

Branch and department 2022 budget requests are due next week. Staff appreciates the two percent raise for 2021. Our budget is a flat budget. Branches submit their budgets then the Leadership Team discusses their needs by each line item. Our top budget items are personnel and materials.

The meeting adjourned at 2:20 p.m.