

## **Salt Lake County Library Board of Directors Meeting**

**August 24, 2020**

**WebEx**

**Approved September 28, 2020**

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

**Excused:** Nancy Thorne, Frenchell Hampton

**Others:** Holly Yocom, Jim Cooper, Jennifer Fay, Matt McLain, Carol Ormond, Darin Butler, Erin Rigby, Kim Bryant, Lee Whiting, Maggie Mills, Pamela Park, Russell Snow, Sara Neal, Suzanne Tronier, Trudy Jorgensen-Price, Steve Van Maren (member of the public), 8 call-in users

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

Jim Cooper welcomed everyone to the August meeting and turned the time over to Kristin Covili, board chair.

**Action Item – Approve Minutes from the June 22 Board Meeting**

*Cindy Mecklenburg made a motion to approve the minutes from the June 22, 2020 board meeting. James Jackson III seconded the motion. The motion passed unanimously.*

Cindy Mecklenburg – aye

Hollie Pettersson – aye

James Jackson III – aye

Sandra Osborn – aye

Kristin Covili – aye

Chelsea Lindbeck - aye

### **Public Comments**

Jim Cooper shared comments from a patron, Jon Oler. He was appreciative of library services and expressed concerns about the pace we are opening. Jim responded to him that we are taking a gradual approach to reopening for the safety and health of both patrons and staff. We have ramped up our online presence with story times, programming, Ask-a-Librarian, and other services. Jim shared an OCLC study indicating how long the virus can remain active on library materials. He said we decided to quarantine our materials for 72 hours and that we look to the Health Department and other libraries throughout the nation for reopening recommendations and procedures.

Jim told the board that we will be moving from inside access by appointment to metered access. We are looking at how to safely offer computer access and print-on-demand.

Jim also told Mr. Oler that all board members are at-large and represent the entire county rather than specific districts.

## **Correspondence**

Covered in Public Comments

## **NEW BUSINESS**

### **Phased Reopening Plans & Discussion** –*Jennifer Fay, Associate Director of Public Services*

Jennifer reviewed our current services and what we will be adding next. We currently offer Curbside and Inside Express holds pickup, both by appointment. In addition holds pickup Inside Express allows patrons to browse book displays and pickup book bundles with titles selected by librarians. Masks are required for Inside Express and we are providing them for people who don't have them. We've restarted our Library at Your Door service and will soon be piloting Hot Spot lending. We continue to provide Naloxone kits and gunlocks through Curbside Pickup and online programming through our website. Coming soon will be print from anywhere, copy/scan/fax, public computer access, open stack browsing, create space by appointment, study rooms and proctoring.

Jim emphasized we are proceeding in a cautious manner but do have target dates in mind. Our practices are consistent with recommendations from the Health Department and what other libraries throughout the country are doing. Our staffing survey, which 200 staff responded to, shows that the staff are feeling confident and safe with Inside Express.

Utah State Library is offering us 250 Hot Spots and we are requesting 1,000 Hot Spots and 500 Chromebooks through a CARES grant. We will be adding these to the number of Hot Spots we are already circulating.

### **Action Items – Policy Update Approvals** – *Jim Cooper, Library Director*

*Fines & Fees – Library at Your Door Bags*

*Borrowing Privileges – Hot Spots*

Jim reviewed proposed changes to the Fines and Fees and Borrowing Privileges policies. Hot Spots and Chromebooks would check out for 45 days with an overdue fine of \$1 a day, not to exceed \$15 or the cost of the item. Lost or damaged Library at Your Door bags, if not due to wear and tear, would cost \$5. The borrowing limit for Hot Spots and Chromebooks would be one each.

*Cindy Mecklenburg moved to accept changes to the Borrowing Privileges and Fines and Fees policies as recommended. Hollie Pettersson seconded the motion. The motion passed unanimously.*

Chelsea Lindbeck - aye

Cindy Mecklenburg – aye

Sandra Osborn – aye

Hollie Pettersson – aye

James Jackson III – aye

Kristin Covili - aye

### **CARES Grant Proposals – Jim Cooper, Library Director**

The County has received CARES grant money through the federal CARES Act and is looking at the best ways to utilize the dollars that they have received. Jim reviewed the six items we have initially requested to fund through CARES grant money. We may submit additional requests. *Fall Advertising Campaign* – It's important that people know what services we are providing and how we are meeting educational and recreational needs during this Covid pandemic. We would advertise digital access for distance learning and homeschoolers, aids in early learning and kindergarten readiness, and resources for job and career transitions. We intend the campaign to be broad enough to include library services available throughout the county through the County, City, and Murray Libraries. We hope this will be approved this month and will start creating advertising materials in September. The campaign would continue through the end of the year. We are asking for \$265,000.

*Additional Educational Databases* – We are asking for money to expand hours students would have access to live homework tutoring. We would also add elementary and middle school databases and Miss Humblebee's Academy for preschoolers. We are asking \$130,000 to cover the costs of these additions.

*Digital Access* – We are asking for 1,000 Hot Spots with an 18-month subscription and 500 Chromebooks. This would give us about 1,300 Hot Spots to circulate both separately and with Chromebooks. The cost would be \$856,000.

*Expand Digital Programming* – Beanstack software would support Summer Reading and a Winter Reading program we are developing. We would like to expand our limited-use subscription to WebEx for additional meetings. There is desire from the community to have mobile programming capability so we are requesting a van and equipment to take in-person programming to a variety of locations throughout the county. The total cost would be \$119,000.

*Curbside Communicator* – This would allow patrons to call in when they arrive for their curbside holds pickup rather than make appointments. This would eliminate some of the complications with pickup by appointment: people having to wait several days for an appointment time, no shows, and staff unable to do other tasks while waiting for people to arrive. The cost would be \$28,000 for a year.

The total amount we are asking for is \$1.4 million. We are looking at ways to connect better with the community during the pandemic and connecting the community with county resources.

The order Jim shared the requests is the order of our priorities.

Holly Yocom said we are reviewing these requests internally. We have reached out to Salt Lake and Granite school districts and they are excited about the resources we are proposing. We'll continue to reach out to other school districts.

This is multi-step review process through the county. The district attorney looks at the requests to make sure that they meet CARES qualifications and support the needs of the community during the pandemic; prioritization – how does a request fit with other county requests.

## **OLD BUSINESS**

### **Budget Update** – *Jim Cooper, Library Director*

We are working on the 2021 budget and have adjusted the 2020 budget. Next year will be a flat budget, based on the reductions made in June to the 2020 budget. Reductions reflected loss of revenue due to a decrease in fines and fees collection and loss of Viridian rentals. The 2021 budget will reflect these changes too.

Other adjustments include:

- Outsourcing custodial staffing as custodians retire or leave. We are shifting 3 custodial FTEs to the outsourcing budget.

New buildings

- Operations at Granite & Daybreak
- Additional FTEs for one quarter when we open in fall or winter of 2021. Granite - we will be adding 6.5 FTEs to the Columbus and Smith staff who will combine to staff Granite. Daybreak – we will staff with 21.5 new FTEs.

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

*Kearns* will open December 2020 or January 2021.

- We took possession in June.
- The sorter is in.
- Stacks will be installed by the end of the month.
- There have been some delays due to Covid.
- Landscaping is an issue that we are addressing with the contractor and subcontractor. We would like to put some of the landscaping in sod. You may get comments or complaints. Let people know that we are addressing the issue and will resolve it.
- The art work is looking fabulous but the murals are taking longer than expected.

*Granite* is coming out of the ground.

- We imported construction-grade materials.
- The foundation has been poured.
- Construction is getting back on schedule.

*Daybreak* is coming out of the ground.

- It wasn't surveyed correctly.
- Construction is getting back on schedule.

Both will be opening fall or early winter 2021.

We are repaving the south end of the parking lot at Sandy. The sky bridge has increased traffic which has caused additional wear and tear on the parking lot.

## **STAFF REPORTS**

### **Board Report** – *Jim Cooper, Library Director*

Reviewed an overview of programming we've provided virtually. Even though we've been closed we had over 1,000 participants in our O.W.L. Camp.

*Statistics* - Our circulation is down substantially and our gate counts are non-existent during the closure. We are reassessing what the measures for outcomes should be this year and into the future.

**Human Resources Update** – *Pamela Park, Human Resources Manager*

Exceptions to the hiring freeze have been approved. We have approval to hire 4 IT positions, and 10 FTE at Kearns. We'll move Trish Hull from West Valley to Kearns as the manager. We also have approval to fill vacancies for managers at West Valley, West Jordan and Facilities.

Linda Broussard is retiring from the Human Resources Department in November but her last day of work will be this Friday.

We will first do green transfers for the positions at Kearns, then Pamela would like to hire people from the Kearns community.

**Marketing Update** – *Sara Neal, Marketing Manager*

Two goals they have been focusing on

- Continuing to support the programming needs (storytimes and online events) through our social media platforms
- Promoting available services that patrons may not be aware of, school resources, skills development

**OTHER**

None