

**Salt Lake County Library Board of Directors  
December 13<sup>th</sup>, 2021**

**Attending:** Nancy Thorne, Vice Chair; Sam Klemm (for Richard Snelgrove), Hollie Pettersson, Sandra Osborn, William Scarber, Kaati Tarr

**Excused:** Kristin Covili, Chelsea Lindbeck, Cindy Mecklenburg

**Others:** Jim Cooper, Leslie Schow, Carol Ormond, Christa Warren, Melanie Mitchell, Wanda Huffaker, Trudy Jorgenson Price, Sara Neal, Susanne Jones, Steve & Elizabeth Van Maren (members of the public)

Nancy Thorne opened the meeting at 12:38 p.m.

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

**Approve Minutes** from October 25<sup>th</sup> Board Meeting

**Hollie Pettersson made a motion to approve the October 25 board meeting minutes. Sam Klemm seconded the motion. The motion passed unanimously.**

**Public comment** - Steve Van Maren commented that he doesn't have the ability to stream videos as he has in the past. Christa Warren said patrons previously had access through RBdigital but OverDrive has purchased RBdigital. Acorn TV was also discontinued when RBdigital was purchased by OverDrive. Qello concert videos are available through Libby, but the majority of our videos are available through OverDrive on the website. <https://slco.overdrive.com/>. We are currently exploring other platforms for video services this year for the library.

**Correspondence** – Ms. Karen Kunz from Saratoga Springs, Utah has purchased an Out-of-County Library Card and filed a Request for Reconsideration of Materials and Services for the book "*The Bare Naked Book by Kathy Stinson*". The staff carefully reviewed the title, which is shelved in the Juvenile Non-Fiction collection under Anatomy, and found the book meets the Library Board approved Material Selection Policy. Staff notified Ms. Kunz that the book would remain in the collection. Ms. Kunz then appealed the staff decision to the Director. Jim reviewed the title and also found that it met criteria of the Material Selection Policy and informed Ms. Kunz that he upheld the staff finding. Ms. Kunz has requested an appeal to the Library Board. The appeal to the board was made too late to include on the December Board Agenda and will be placed on the January Agenda.

## **OLD BUSINESS**

**Granite Update** – *Jim Cooper, Library Director*

The Granite Branch is still being constructed and has experienced some delays. The General Contractor, Hughes Construction has had trouble with several unforeseen site issues, difficulty procuring materials because of supply chain delays, experienced labor shortages and other issues. Covid-19 has also had a direct effect which reportedly has caused them to miss certain deadlines. A revised schedule is being prepared by the contractor and we hope to have substantial completion in February and ready for a Grand Opening in late April/May.

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**Performance Audit Update** – *Jim Cooper, Library Director*

It is our understanding that the Performance Audit is almost completed and the Auditors will present their feedback soon. Jim commented that we have spent significant man-hours providing the Auditors with information and documentation in response to their inquiry.

To date we have:

- Responded to well over 100 individual email requests,
- Participated in 20 plus meetings,
- Expended 100's of man hours in meetings providing numerous explanations of work flow and library processes,
- Spent time and resources downloading unique data sets and explaining data origin,
- Supplied SQL queries, codes and raw data,
- Gave physical tours and walked through detailed, routine work flow processes,
- Delivered evidence of trainings, researched and provided a variety of meeting notes, minutes, correspondence and other documentation,
- Justified collection of information that is routine in the library world, and
- Supplied copies of literally millions of raw and tabulated data sets.

Jim explained that the audit has focused more on numbers than staff performance or providing quality learning opportunities for the public. Jim also complimented Rachel Richardson, our Database Analyst and Carol Ormond who have done a wonderful job supplying the raw data to the auditors. We are confident in our responses to the audit inquiry and expect to have a good report back to us soon.

**Other** – *Jim Cooper, Library Director*

Consistent with the Library's Facilities Master Plan presented to the board during the August 23, 2021 meeting, the Library Administration is working with a variety of agencies to find suitable sites for possible library branch replacements and/or construction of new branches.

1:00 pm. Sandra Osborn arrived and Sam Klemm left the meeting.

**NEW BUSINESS**

**Daybreak Tour** – *Jim Cooper, Library Director*

The Daybreak branch has achieved substantial completion and should have a Certificate Occupancy from the City of South Jordan soon. Jim welcomed the Board to the new Daybreak Library and led a brief tour of the new branch. He shared the excitement the staff and the public feel about the building. There is a lot of space both indoor and outdoor for the public to enjoy. Jim commented that the Create Space activities and offerings will be based on public interests. Kids Café, available in Title 1 School areas, is not currently scheduled to be provided at this location. Staff has been hired for the building and they will be starting on January 18<sup>th</sup>. The Collection is scheduled to arrive on the 19<sup>th</sup> of January. A Grand Opening has not been scheduled yet, and it is likely there will be a soft opening sometime in late March or early April and we anticipate the branch will be ready for a Grand Opening in April.

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Jim asked the board if they were interested in touring buildings when they are under construction or if they are interested in only seeing them upon completion. The board expressed interest in both, when appropriate and convenient. Jim mentioned that he would be happy to give a tour to any board member at any time if they wish and that if the Granite Branch is far enough along maybe we will meet there in January.

**Budget Recap – Jim Cooper, Library Director**

Jim reported that our 2022 budget was approved. He then turned time over to Leslie Webster for further explanation. Leslie discussed aspects of the budget process and affirmed that the budget was approved as proposed. She also reported that the County Council also approved a compensation package for staff of a 2% COLA and 2.75 % merit raise.

**Year End Review – Jim Cooper, Library Director**

Jim highlighted just a few of the accomplishments of the past year.

- Advertising and various other campaigns regarding the Covid-19 pandemic have worked well in keeping our staff and the public safe.
- Despite it being a challenging year circulation is almost back to pre-Covid levels and overall we have done a good job serving the public.
- After a shut-down and phased re-opening due to Covid-19, we have returned to full service. We still require staff to wear masks and recommend that the public do the same.
- Although we have had somewhat limited ability to fully program our new Create Space at the Kearns Branch, we have had almost 1,500 patrons take advantage of our offerings there.
- The Daybreak Branch has been turned over to us and will open in early 2022.
- The Granite Branch is being constructed and will have many amenities including a kitchen as well as a create space. The manager will be working with patrons on food literacy classes for the immigrants in the area. A Kids café will be onsite at the Granite location.
- We began a diversity / inclusion audit of our eMaterials collection. We have been very pleased with the findings of this analysis and the broad range of materials in our collection. We will have a presentation next year on this audit.
- Our Online Services continue to be incredibly popular and successful and we are inching our way into in-person programs.
- We have responded to a County Council ordered Performance Audit by the County Auditor and expect to receive their findings in early 2022.
- Our 2022 Budget was approved by the Mayor and County Council as submitted.

**STAFF REPORTS**

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

- Board Statistical Reports were presented and various key indicators were discussed. Circulation is almost the same as pre COVID. Lots of holds are being delivered to all branches and patrons are returning to branches to enjoy our spaces.

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- Jim reported that the Calvin Smith branch is still open and will not close until the Granite Branch is further along and when staff are ready to move to Granite. The Calvin Smith branch is being appraised and may be exchanged within the county ownership for a future project for the Library system. West Valley may be an option for this.

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

- There have been some really good articles in the news lately. Intellectual Freedom and Oxford Library had some excellent reviews given.
- Sarah and her team go every 2 weeks on the morning shows to promote the County Library and STEAM offerings at the library.

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

- Leslie said the fiscal team is working hard to wrap up the year end financials.
- Leslie explained the use of America Rescue Plan Act (ARPA) funds from the State Library and the difference in our ability to receive ARPA funds from the County. Hotspots and Chrome Books have been a particular focus of recent grants.
- Leslie also discussed supply chain issues which have been a problem for our facilities staff this year.

**Meeting adjourned at 2:10.**