

**Salt Lake County Library Board of Directors**

**May 20, 2024**

**Approved by the Board on June 24, 2024**

**Board Attendees:**

Spencer Romney, Chair  
Kaati Tarr  
Steven Sokol

**Board Attendees:**

Anastasia Morgan  
Nancy Thorne  
William (Bill) Scarber

**Members on Webex:**

Suzanne Harrison 12:40 pm  
Hollie Pettersson, Vice Chair

**Excused Board Member(s):**

Sandra Osborn

**Other Attendees:**

Joey McNamee  
Christa Warren  
Matt McLain  
Sara Neal

Robin Chalhoub  
Emily Bullough  
Megan Smith (DA)  
Pamela Park

Ann Marie Barrett  
Leslie Webster  
Melissa Haslam  
Carrie Hackworth

**Other Attendees on Webex:**

Elliot Fenech  
Kathy Christiansen  
Susan Spicer

Erin Rigby  
Kim Bryant Welch  
Steph Tilt

Jennifer Fay  
Maggie Mills  
Call in (no name)

Spencer Romney, Board Chair, called the meeting to order at 12:31 PM.

**Welcome** – Joey McNamee, Interim Library Director

It is great to have everyone here for the meeting and welcome to Bingham Creek Library. This was the only library that Joey had not visited yet. We are excited to have those joining online.

**Approve Minutes** from the April 22, 2024 Board Meeting

Steve Sokol made a motion to approve the minutes from the April 22, 2024 Library Board Meeting. Nancy Thorne seconded the motion. The motion passed unanimously.

Suzanne Harrison – N/A  
Anastasia Morgan – aye  
Sandra Osborn – N/A  
Hollie Pettersson – aye  
Spencer Romney – aye  
Bill Scarber – aye  
Steven Sokol – aye  
Kaati Tarr – aye  
Nancy Thorne – aye

**Public comments:**

No public comments.

## **Correspondence – Joey McNamee, Interim Library Director**

No correspondence since the last meeting.

## **AGENDA ITEMS**

### **Introduction of the Bingham Creek Branch – Ann Marie Barrett, Branch Manager**

Branch Manager, Ann Marie Barrett, expressed her happiness to host the Library Board. The board has not visited the branch since 2018, based on the pandemic and other cancelations.

The branch celebrated their 25<sup>th</sup> anniversary last year. They are an established branch that received a facelift earlier in 2024. The branch closed in February to March for new carpet and an updated welcome desk, which the library's Facilities team created. The new desk has a great feature that displays the Library of Things collection. Another change was the added row of shelving in the teen area, which is a popular collection.

The Bingham Creek branch lies on a busy road, which is an advantage and disadvantage. The disadvantage is the increased speeding in the parking lot. Ann Marie thanked the Leadership Team for their support in adding speed detractors to help maintain safety. The advantage of a busy road lies in how quickly the branch circulation rebounded after the temporary closure.

In 2023, Bingham Creek circulated 578,000 items. With a collection of around 156,000 items, the books checked out on average of four times over the year. By the end of April, they already have 122,000 items that circulated, even with the five-week closure.

Summer Reading is arriving soon. The prize books were moved to another location for the board meeting and decorations will be popping up soon. It is an exciting time.

The branch has a 3D printer, but does not have a create space. The Library Assistant does a great job leveraging what they do have. One Saturday a month is dedicated to a Tinkercad program. Guidelines are provided to build shapes and the patrons can use those basics to create something personalized. The program is taking a break during the summer, but after the last program was completely full, the program should pick right back up in the fall.

Teen programs are popular, especially since the branch has a great Teen Advisory Board. The group plans programs for their fellow teens, and even helps with other large programming, such as the 25<sup>th</sup> anniversary party. The teens use the advisory board as volunteer hours for classes and college application experience. The teen librarian (Dani Robison) has written multiple recommendation letters based on Teen Advisory Board experience.

The city of West Jordan loves libraries. They enjoy having the Bingham Creek branch and the West Jordan branch in their area. Bingham Creek is Mayor Dirk Burton's home library, and he is supportive of libraries. Ann Marie stays connected to other politicians at the monthly city council meetings. Programs for the library frequently end up in the event mailers. Maintaining that relationship is important for the branch.

**West Valley Road Widening** - Joey McNamee, Interim Library Director

The West Valley road widening was discussed in the March meeting. The documentation had an error concerning the land and purchase price. The updated documents show an amount of \$30,300, for 2,739-square-feet, which will go to the general library account.

One entrance to the library may be affected by the construction, but the other entrance will be unobstructed. Access for those with mobility issues will be maintained. There was concern about an established sign that will not be affected.

*Kaati Tarr made a motion to approve the updated West Valley road widening documentation. Bill Scarber seconded the motion. The motion passed unanimously.*

Suzanne Harrison – aye  
Anastasia Morgan – aye  
Sandra Osborn – N/A  
Hollie Pettersson – aye  
Spencer Romney – aye  
Bill Scarber – aye  
Steven Sokol – aye  
Kaati Tarr – aye  
Nancy Thorne – aye

**Interlibrary Loan Borrowing and Interlibrary Loan Lending Policies** – Christa Warren, Senior Manager of Collections

The Interlibrary Loan Borrowing Policy and the Interlibrary Lending Policy were presented in the April meeting, but no motion was made. Since the last meeting, one small edit removed a sentence about processing costs in the 5.1.1.4.1 section of the borrowing policy.

Interlibrary Loan is a free service that allows patrons to receive access to materials the library does not own.

*Spencer Romney made a motion to approve the Interlibrary Loan Borrowing and Lending Policies. Anastasia Morgan seconded the motion. The motion passed unanimously.*

Suzanne Harrison – N/A  
Anastasia Morgan – aye  
Sandra Osborn – N/A  
Hollie Pettersson – aye  
Spencer Romney – aye  
Bill Scarber – aye  
Steven Sokol – aye  
Kaati Tarr – aye  
Nancy Thorne – aye

**Criminal Background Check Policy & Procedure** – Pamela Park, Human Resources Manager

The library has been using the county's background check policy to help protect vulnerable populations. Recent legislation requires the library to have their own policy. A document was provided that works under the umbrella of the county policy, but was created specific to the library. The policy includes the required background check procedures.

The policy includes specific qualifying positions and states the library will not employ anyone without a completed background check. If the background check reveals an offence, County Employee Relations and the District Attorney's office will be notified to determine if the offence disqualifies the applicant.

Background checks for employees happen every three years. Employees should update Human Resources with all necessary background changes between checks.

The policy will be updated with additional positions as needed. The board would like to review the policy next year.

*Bill Scarber made a motion to approve the Criminal Background Check Policy as is and to review it next year. Nancy Thorne seconded the motion. The motion passed unanimously.*

Suzanne Harrison – aye  
Anastasia Morgan – aye  
Sandra Osborn – N/A  
Hollie Pettersson – aye  
Spencer Romney – aye  
Bill Scarber – aye  
Steven Sokol – aye  
Kaati Tarr – aye  
Nancy Thorne – aye

A comment was made that other policies, such as the Reconsideration Policy, will be reviewed and listed as an action item in the near future.

**Scheduled Change for June Meeting – Owl Camp** – Joey McNamee, Interim Director

The June meeting will be held at the West Jordan / Viridian location to experience Owl Camp, a celebration of wizarding. The meeting will take place at noon instead of 12:30 pm to view the classes in process and receive an introduction from Lifelong Learning Program Manager, Nyssa Fleig.

**STAFF REPORTS**

**Director Report** – Joey McNamee, Interim Library Director

The library is still working on land options for new buildings. The available land in Midvale does not have the extra 20,000 square footage needed to include the Technical Services / Collection and Resource Services department. The West Valley branch is also looking for a new building. Actions are being taken to fund these projects. A June proposal will create an account code for construction costs.

June is budget season where mid-year adjustments happen and 2025 budget proposals are submitted to the Fiscal department. They will be evaluated, and then submitted to the county for final budget approval in December.

### **Finance & Operations Update – Leslie Webster, Associate Director of Administration**

Leslie Webster provided fiscal documents for revenue, expenses, and capital projects through April 30. Some line items are over budget and some are under budget, which is common for this point in the year.

We are in the midst of the June budget adjustments. The majority of county grants usually come from the state. In June and July, a guess is made for the grant revenue. Then that funding is adjusted when the actual amount is established.

The June capital projects adjustments will be noticeable. Projects that received bids in the past are now coming in much higher. An example is the cooling tower for the Tyler branch. Since the tower cannot be taken when the building is replaced, they will not receive an upgrade. If the temperatures ever get too hot, the branch will close until temperatures decrease.

The Tyler cooling funds will instead be transferred to replace the West Jordan boiler. The projected costs keep increasing. The replacement is a priority, but will most likely happen next spring based on the best installation times.

### **Marketing Update – Sara Neal, Marketing & Communications Manager**

The Summer Reading theme is Adventure Begins at the County Library. Kick-off parties are May 31 from 5 pm – 8 pm at the Hunter, Millcreek, Riverton, and Tyler branches. The program is two months and about 55,000 individuals participate. Media will be involved with promoting the program.

The removal of fines for children and teen material received a variety of press coverage. A media event happened at the Granite branch for television and newspaper representation. The library has received many positive and anecdotal comments from patrons.

A metrics question was asked about the circulation bump in March. There is not a known statistical reason for the increase, but March does historically have higher statistics. It was mentioned that other County divisions also have a March increase and a cross county analysis could be useful.

**Personnel Report** – Pamela Park, Human Resource Manager

Employees: 544  
40-Hour Merit Staff: 282  
30-Hour Merit Staff: 71  
20-Hour Merit Staff: 101  
Substitute Staff: 90

Merit Vacancies: 69  
In Recruitment: 33  
On Hold: 13  
Used for Reclass: 4  
Unused Allocations: 19

The first round of interviews for the director is Thursday, May 23, which includes four individuals. After the interviews, the committee will reach out to the entire board to help with final selection.

*Nancy Thorne made a motion to adjourn the Library Board Meeting. Kaati Tarr seconded the motion. The motion passed unanimously.*

Suzanne Harrison – aye  
Anastasia Morgan – aye  
Sandra Osborn – N/A  
Hollie Pettersson – aye  
Spencer Romney – aye  
Bill Scarber – aye  
Steven Sokol – aye  
Kaati Tarr – aye  
Nancy Thorne – aye

The meeting ended at 1:20 PM. Ann Marie Barrett provided a tour of the Bingham Creek branch to interested individuals.