

Salt Lake County Library Board of Directors

March 25, 2024

Approved by the Board on April 22, 2024

Board Attendees:

Spencer Romney, Chair
Anastasia Morgan
Kaati Tarr
Nancy Thorne

Members on Webex:

Hollie Pettersson, Vice Chair
Kathryn Calderon
(for Suzanne Harrison) left at 1:30

Excused Board Member(s):

Sandra Osborn
Steven Sokol
William (Bill) Scarber

Other Attendees:

Joey McNamee
Emily Bullough
Leslie Webster
Sara Neal

Robin Chalhoub left at 1:34
Erin Rigby
Megan Smith (DA)
Steven Van Maren (Sandy Patron)

Carrie Hackworth
Matt McLain
Melissa Haslam

Other Attendees on Webex:

Elliot Fenech
Kim Welch
Maggie Mills
Susan Spicer

Erin Sanderson
Jennifer Fay
Shaun Dimick
Trudy Jorgensen-Price

Kathy Christiansen
Luke Rasmussen
Steph Tilt

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

Welcome – Joey McNamee, Interim Library Director

Joey thanked everyone for braving the weather to attend the meeting and thanked those for attending online.

Approve Minutes from the February 26, 2024 Board Meeting

Nancy Thorne made a motion to approve the minutes from the February 26, 2024 Library Board Meeting. Anastasia Morgan seconded the motion. The motion passed unanimously.

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

Public comments:

No public comments.

Correspondence – Joey McNamee, Interim Library Director

No correspondence.

AGENDA ITEMS

Introduction of the South Jordan Branch – Erin Rigby, Branch Manager

Many board members recognize South Jordan manager, Erin Rigby, for presenting policy and procedure updates as a committee chair.

South Jordan is a beautiful building that had a brief closure in 2023 to get new service desks. Other changes included adding large cabinets in the meeting room for programming and patron use. A unique feature at South Jordan is a storytime pass through door, a mini hallway that leads from the meeting room to the children's area. They will have another unique feature when they pilot the meeting room pods later this year. These pods have their own heating and cooling system and allow for more private and quiet spaces in the library.

Programs at the branch are fun and inventive with steam-based themes. I Spy is popular for children, who receive rewards in the form of a sticker or small prize. Kids can also check out a bin of toys at the desk. This helps the staff learn patron's names and teaches kids to ask the librarians for help, as well as the responsibility of returning items.

The branch hosts music and movement, storytime, and family storytime. Every Wednesday there is an activity for elementary aged kids, including a *Magic Treehouse* book club. Students get out early on Fridays, so the branch created programs with Legos and other games. These programs regularly have 30-40 people attending. A literacy program, Reading Buddies, allows children to connect while reading to each other.

Teens enjoy multiple program options such as Tween Tuesday or Dungeons and Dragons Thursday. Teens even lead some of the programs, such as helping with math. Adults enjoy a senior book club and a separate social hour. Family STEM night is highly anticipated monthly event.

Branch mascot, Harold the Dinosaur, is big attraction. Harold was adopted from the Columbus library before they closed. Harold gets a themed outfit each month, which can help bring interest to the library collection. South Jordan has amazing staff who love and care about others and the community. In 2024, the branch is collecting stories of amazing patron interactions and the impact they are making.

West Valley Real Estate Widening - Joey McNamee, Interim Library Director

The board received a packet regarding road-widening efforts in regards to the West Valley branch. The document includes a draft resolution for county council if the board approves the exchange to move forward.

UDOT would purchase a 2,739 square-foot portion of land for close to \$80,000. Derrick Sorenson, Manager of Real Estate at the Salt Lake County, confirmed the money would go to the county library fund for library purposes. The library can request funds as needed from county council.

The exchange and roadwork will have minimal impact to the library staff, grounds, and the patrons.

Anastasia Morgan made a motion to recommend the real estate road widening of the West Valley branch be recommended to the council. Kaati Tarr seconded the motion. The motion passed unanimously.

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

Bus Stop at Kearns and Granite Branches – Joey McNamee, Interim Library Director

UTA reached out to build bus stops at the Kearns branch and the Granite branch. Derrick Sorenson, Manager of Real Estate at the Salt Lake County, is putting together a permit/license that will give the county the max amount of flexibility, including termination if necessary. UTA will pay for all the cost of construction and additional adjustments or operational concerns.

Kearns Bus Stop:

The Kearns bus stop is a partnership with the Metro Services team. It would include a mobility hub, potentially with an art mural, shelter and a bike rack. The bus stop will be just to the southeast of the library. A draft of the bus stop was shown, but it is not a formal document.

An additional contract will be presented in a future meeting for the Kearns art installation.

Anastasia made a motion that the bus stop at the Kearns location permit/license move forward. Nancy Thorne seconded the motion. The motion passed unanimously.

Kathryn Calderon for Suzanne Harrison – aye
Anastasia Morgan – aye
Sandra Osborn – N/A
Hollie Pettersson – aye
Spencer Romney – aye
Bill Scarber – N/A

Steven Sokol – N/A
Kaati Tarr – aye
Nancy Thorne – aye

Granite Bus Stop:

When the Granite branch was built, a bus stop was discussed. There was not enough interest at the time, but South Salt Lake recently provided a letter of support from the mayor. The stop will be around 3300 south and a little east of 500 east.

Anastasia motioned that the license/permit with the Granite branch for the bus stop with UTA be recommended. Nancy Thorne seconded the motion. The motion passed unanimously.

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

Library Board Bylaws – Spencer Romney, Chair

A committee was formed in the fall to review the current bylaws. The committee included Spencer Romney, Bill Scarber, and Anastasia Morgan, with input from District Attorney, Megan Smith. The committee compared the bylaws with others in the state. They came up with a streamlined document that was presented to the board with the option for more time to review if necessary.

Highlights in the bylaws include how long a board member serves and references county ordinances and relevant code. The goal was to keep it simple. The board appreciated the committees work and approved the bylaws as written.

Kaati Tarr made a motion to approve the Library Board bylaws as they are written. Nancy Thorne seconded the motion. The motion passed unanimously.

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

Nancy Thorne – aye

STAFF REPORTS

Director Report – Joey McNamee, Interim Library Director

New Buildings:

We are still working on new buildings for the library. West Valley still needs to be relocated. Focus groups and surveys have been used to determine the most important services. Results have not been surprising. Responders like libraries, want small meeting rooms, and reading nooks available. We hope to have a location report in a board meeting soon.

Midvale involves the city and school district. It was originally planned to build the branch with the Tech Services/Collection Resource Services group, but not enough land is available in the area. They will have to be divided up.

Legislation:

We do not have a significant update at this time. The county is still working to identify the impact from the legislative session. HB257 for bathroom usage and HB261 for Diversity, Equity, and Inclusion may have effects across the county. Questions have been received for HB29 on book banning. That affects the schools, but it may expand to public libraries in the future.

Public Library Association (PLA) Conference:

PLA is next week in Columbus, OH. Joey thanked Emily Bullough, Education Program Manager, for coordinating everything for 17 library representatives. The travelers will include Community Service representatives. The team will get to know others around the country and learn library trends. The library reduced the travel budget and is sending less staff this year. The attending staff will return to share what they learned.

Elimination of Fines for Children and Teen Materials:

Things are moving forward with the elimination of fines on children and teen materials. Joey thanked the board for their help in that approval process. The library is excited to roll it out to the public next month.

Director Recruitment:

The director posting was delayed to coincide with PLA. The conference hosts around 6,000 attendees and has a career space to aid with recruitment. The posting is currently open and will close in April. After the recruitment closes, the applicants will be identified for screening questions to narrow down the number of interviews that will be taking place in the end of April or

the beginning of May. Hollie Pettersson, Kaati Tarr, and Nancy Thorne volunteered to be on a committee to help interview applicants. The rest of the board will be included toward the end of the selection process.

Ideally, the process will take around six weeks. Other library systems have taken months to years finalizing their director based on internal and external factors. The hiring market has changed over the past few years. Applications double for all open positions. We are staying optimistic that the process will be on the shorter side.

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

The finance reports have a tendency to focus more on library expenses. The presentation covered the library's revenue sources. The fiscal document included 2022 and 2023 as well as expected revenue for 2024. There was a big jump in revenue from 2022 to 2023 after the approved tax increase.

Highlights from the discussion included:

- Property tax totals 98% of library revenue
- Library fines and fees is the 2nd largest funding source
 - This revenue will decrease as we eliminate fines for youth materials
- State and Federal Grants
 - State grants are set from year to year
 - Federal grants require an application and approval
 - Cost-Reimbursement: money is spent and then the library is reimbursed
 - The library received two grants in 2024
 - Meeting Space Pods (semi-portable)
 - This will help fill a big demand by the public
 - Grant to provide free period products
- General Donations
 - We will only get handful totaling about \$9,000 a year
 - Some books are donated in someone's honor
 - Scheels sporting goods donated money for a create space a few years ago
 - Patron leaves money in a will
 - It takes about 2 years to work through the legal process
- Restitution
 - District Attorney and state collect money for late fees or damaged property
 - Risk Management will collect insurance payments for vehicle damage
- Viridian rental fees
 - Proms
 - State uses it for the centenarian lunch every year
 - Weddings
 - Birthday parties
 - Funerals
- Interest on fund balance
 - Jail pays for library operations
 - Increased in 2024
- Sale of materials
 - Sell through Amazon or Thrift Books

- Book sale at the branches
- Surplus items
- Recycling for electronic items or metals

The backside of the fiscal document covered waivers of fines and fees.

- Fine Waivers for Special Programs
 - 2023 waivers and 2.5 months of 2024
 - \$5 waiver for Summer Reading
 - Negotiation of fines for customer service
 - Library errors happen such as a returned book was not checked back in
 - Juvenile to adult cards
 - Juvenile can't legally sign
 - Fines may be waived as the juvenile card transitions to an adult
 - This process is changing as the parent or guardian is still responsible for any remaining fines or fees on the juvenile account
- Disputed fines and fees
 - Patron does not agree about damages
 - Patron checked it out damaged
 - Patron stated they did not check the item out
- Costume Swap patrons obtain a \$5 fine waiver
- Fresh Start
 - Patron has not used the library for a year
 - One-time waiver of fees to get them back in the library
- Out of County card fees
 - Waived for employees, school district employee, or a business/property owner
- Interlibrary loan (ILL) fees
- Crimes or disasters
 - Fill out insurance claims and then waive fees
- Formal Wear swaps \$5 waiver
- Life Skills Program at the jail

As the library removes fines for youth materials, they are evaluating policies that need to change. The library has been carrying items for years that need to be written off. A write off policy will come next month, which is similar to current county policy.

The library stops patron checkouts with a fine balance of \$25. The collection agency does not get the account until the fines reach \$50. Many accounts are in between those amounts. The collection agency will collect for four months and then send it back to the library. The District Attorney does not want to collect on anything less than \$300. The write off policy will discuss the accounts that fall between these processes.

Marketing Update – Sara Neal, Marketing & Communications Manager

Last summer the board contact information was added to the website. Based on recent happening as county council, the contact forms will be returning. The board will retain their library emails and will continue to check them. IT and Web are working on a new contact management system, which will go live soon.

The removal of fines on juvenile and teen material will be happening in a few weeks. A press event will be held at the Granite branch on April 11 in the afternoon. Council members will be speaking at the announcement.

Personnel Report – Sara Neal, Marketing & Communications Manager

Employees: 549
40-Hour Merit Staff: 278
30-Hour Merit Staff: 72
20-Hour Merit Staff: 108
Substitute Staff: 91

Merit Vacancies: 66
In Recruitment: 23
On Hold: 20
Used for Reclass: 5
Unused Allocations: 18

The director position is open and will close in April. Thanks to those who are willing to help with recruitment.

Spencer Romney, Board Chair, adjourned the meeting at 1:41 PM. Erin Rigby gave a tour of the South Jordan branch to interested individuals.