

**Salt Lake County Library Board of Directors
February 26, 2024
Approved by the Library Board on March 25, 2024**

Board Attendees:

William (Bill) Scarber,
Chair
Nancy Thorne
Kaati Tarr

Board Attendees:

Hollie Pettersson, Vice Chair

Steven Sokol
Spencer Romney

Members on Webex:

Kathryn Calderon (for Suzanne
Harrison) Logged off @ 1:34
Sandra Osborn

Excused Board Member(s):

Anastasia Morgan

Other Attendees:

Joey McNamee
Dolly Rauh
Matt McLain
Steven Van Maren (Sandy
Patron)
Shaun Dimick

Robin Chalhoub
Carrie Hackworth
Sara Neal
Megan Smith (DA)
Leslie Webster

Emily Bullough
Erin Sanderson
Pamela Park
Lee Whiting
Melodie Ashley

Other Attendees on Webex:

Susan Spicer
Grace Hanley
Rachel Richardson
Kim Welch

Davie Bird
Maggie Mills
Elliot Fenech

Nyssa Fleig
Trudy Jorgensen-Price
Steph Tilt

Bill Scarber, Board Chair, called the meeting to order at 12:32 PM.

Welcome – Joey McNamee, Interim Library Director

Joey McNamee, Interim Directory, thanked everyone for taking the time to attend the meeting. Joey introduced herself again for those who were not at the last meeting.

Approve Minutes from the January 22, 2024 Board Meeting

Hollie Pettersson made a motion to approve the minutes from the January 22, 2024 Library Board Meeting. Steven Sokol seconded the motion. The motion passed unanimously.

Kathryn Calderon for Suzanne Harrison – aye
Anastasia Morgan – N/A
Sandra Osborn – aye
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

Correspondence is in the Director Report at the end of the meeting.

AGENDA ITEMS

Introduction of the Kearns Branch – Melodie Ashley, Assistant Branch Manager, and Lee Whiting, Branch Manager

Melodie Ashley is the assistant branch manager. Manager, Lee Whiting, transferred from Hunter this month after the retirement of Trish Hull.

Melodie provided statistics for the Kearns branch in 2023 and a glance at programming in 2024.

- **Community Statistics**
 - 2020 Census data shows 65.56% of PSA residents are white, 29.44% Latino, 6.39% Asian/Pacific Islander
 - Kearns township itself is 49% white and 51% minority
 - 13.69% of adults over age 25 have not yet earned a HS diploma or equivalent
- **Branch Statistics**
 - Circulated Items: 297,004
 - Visitors: 170,352
 - Programs: 1,449
 - Program Attendance: 48,652
 - **Top Attended Programs**
 - Community Health Fair: 657
 - Mentes Activas (Active Minds), held weekly: 2,119
 - In Partnership with the Utah Food Bank: Served 10,371 meals during Kids Café
 - **Types of Programs**
 - Kearns will host author Tommy Orange on June 6 @ 7 pm
 - Piano Classes
 - Dia de los Muertos
 - Ukrainian/Slavic Easter Eggs
 - Scavenger Hunts (Duck Hunt, especially!)
 - Large Create Space with a Recording Studio
 - Branch Toy Circulation to help kids learn responsibility
 - Wellness Classes every Wednesday on topics such as diabetes
- **Partnerships Glance**
 - Head Start
 - Mexican Consulate
 - Granite Transitional Vocational Services
 - Community Court: free legal advice for anyone with an active court case
 - Lodestone Park (Utah Food Bank): including storytimes during the summer
 - Kearns Rec Center: Trick or Treat Street and ice skating

Chair Elections – Bill Scarber, Library Board Chair

Spencer Romney volunteered his name as a candidate. No other nominations. Hollie Pettersson made motion to select Spencer Romney as the new Library Board chair. Kaati Tarr seconded the motion. The motion passed unanimously.

New chair will begin in March 2024.

Kathryn Calderon for Suzanne Harrison – aye

Anastasia Morgan – N/A

Sandra Osborn – aye

Hollie Pettersson – aye

Spencer Romney - aye

Bill Scarber – aye

Steven Sokol – aye

Kaati Tarr - aye

Nancy Thorne – aye

Hollie Pettersson will remain in place as the Vice Chair.

Legislative Update – Matt McLain, Associate Director

The library is keeping track of multiple legislative bills. Some may affect the public library indirectly, but it allows us to be aware of legislative trends that may affect us in the future.

- **School Library Related Bills**
 - [House Bill 29](#): Sensitive Material Review Amendments
 - This bill recently passed. It will affect how schools operate their collections and changes the education definition of pornography.
 - If three districts in the state (or two districts and five charter schools) want to remove a book, the entire state will have to remove the book.
- [House Bill 334](#): Warning Label Amendments
 - This bill clarifies who must give a warning of the harmful impact of exposing pornographic material to a minor.
 - The County Library's Collection Management Policy does not allow pornography in our collection material. We do not believe this bill will affect us.
- [House Bill 583](#): Student Access to Books
 - This bill was proposed to offset HB 29 but does not expect it to move forward.
 - This bill amends provisions with sensitive materials.
- [Senate Bill 86](#): Local Government Bonds Amendments
 - This bill affects how local governments can bond for capital projects.
 - The bill requires a public vote for any lease revenue bond, CVA, MBA, and other tools the libraries uses when building.
 - The amount changed from \$10 million to \$90 million, making it less concerning.
- [Senate Bill 104](#): Children's Device Protection Act
 - Prohibits children from accessing inappropriate sites on a technology device.
 - The library Chromebooks and Hot Spots only check out on adult cards.
 - Our Launchpad tablets do not connect to the internet.

Joey commented on why the county watches certain bills, even if they do not seem to affect public libraries. As legislation in other states change, we anticipate similar changes in our state. Everyone was encouraged to bring other bills to the group if they believe it may affect the library now or in the future.

Elimination of Youth Fines & Food for Fines – Matt McLain, Associate Director of Community Engagement

The board approved a reduction in fines on children and teen material to \$0.01 during the summer reading program in 2023. We are now asking the board to eliminate fines on children and teen materials starting in April 2024.

Kaati Tarr made a motion to eliminate fines on juvenile and teen materials. Nancy Thorne seconded the motion. The motion passed unanimously.

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

In the month of April, during National Library Month, the library is proposing a one-time fee waiver of up to \$5 for those who donate food. Board member, Steven Sokol, suggested tabling this when we have the financial impact. Leslie Webster in Fiscal confirmed we have done these previously and did not have concerns. Robin Chalboub, Community Services Director, commented this might prevent patrons from going to collections, which has a financial impact for the library.

Hollie Pettersson made a motion to provide a fine waiver for food donations as presented. Kaati Tarr seconded the motion. The motion passed unanimously.

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

December Board Meeting Date Change – Joey McNamee, Interim Library Director

Joey McNamee would like to change the date of the December Board Meeting from December 2 to December 9. Thanksgiving is later in 2024 and having the meeting on December 2 would interfere with the holiday weekend. The board members received an updated schedule.

Professional Ethics Training – Dolly Rauh, Librarian, Whitmore Branch

Dolly Rauh has over 30 years of service desk experience. She helped create this training last year and presented it to the board. Dolly repeated the training based on an ethics discussion in the February meeting.

Ethics is something we may learn in school, but it is not emphasized as much as we would like. We prefer our staff to have a better understanding, especially since some of our staff did not receive library specific training. We want libraries to be a safe place for everyone, including staff. This is an online training for the staff and it is also available in Spanish.

Overview:

“Diversity is a fact. Equity is a choice. Inclusion is an action. Belonging is an outcome.”

Think about how ethics can get us all on the same page even though our contributions are all different. We are a team and we need to be equal in the same respect and positive treatment for every patron and coworker with which we interact.

Staff are discouraged from providing schedules or work locations to protect privacy. Patrons come in to do research. This can be for domestic violence and divorces, or for a health issue. It is essential to protect personal information.

When we are interacting with a third party, such as Libby and EBSCO, we have user agreements, which our lawyers and IT department review. The agreement looks at what information is being collected from users.

Any problems or concerns with ethics will go up the chain of command or can be reported to Pamela Park in Human Resources. The library uses an internal incidents report as a teaching moment; we can learn from examples and do better in the future. It is also a way for the Leadership Team to help with questions or issues.

The “What if We?” form is found on the library website to address issues and allow for process improvement and patron comments.

Ethics are a guidepost for human behavior:

Ethics are standards of right and wrong summarized in principles. The best way to view ethics is by using the phrase, “what if everybody did it?”

The [ALA Library Bill of Rights](#) is our professional guiding document. This document includes:

- Guidance for Providing Resources
- Dealing with Censorship
- Handling Free Expression

- Being Inclusive with Access to Services
- Right to Privacy and Confidentiality
- <https://www.ala.org/advocacy/intfreedom/librarybill/>

Salt Lake County Library also has guiding documents with policies and a mission statement.

County Library Mission Statement:

“Make a positive difference the lives of our community by inspiring imagination, satisfying curiosity and providing a great place for everyone to visit.”

Three Major Professional Ethics or Core Values:

- Privacy and Confidentiality – It is the law!
 - This applies to staff and patrons, even among relatives. Confidentiality includes identifying information, library records, and incidents or complaints.
 - [Patron Information and Confidentiality Policy](#)
- Equal Access and Service
 - All are welcome and will be treated equally. There are no barriers to service.
 - “Equal access/services principles should be embedded in everything we do: issuing cards, creating use policies, organizing and maintaining our spaces, providing technological resources, selecting and managing materials, making displays, hiring, etc.”
- Intellectual Freedom
 - Libraries are ethically obligated to provide communities of users with many points of view in their displays, materials selection, and reconsideration requests.
 - [Reconsideration of Materials and Services Policy](#)
 - Services should reflect core values, but not advocate a particular point of view.
 - No judgements are made pertaining to patron or staff choices.
 - “Libraries should be inclusive spaces where all feel welcome and reflected.”
 - We do not censor materials.
 - “Censorship is a decision made by a governing authority to suppress, exclude, expurgate, remove or restrict public access to a library resource based on personal or group disapproval of its content or its author/creator.”
- Additional Recourses:
 - [ALA Code of Ethics](#)
 - <https://www.ala.org/tools/ethics>
 - County Library [Policies and Guidelines](#)

STAFF REPORTS

Director Report – Joey McNamee, Interim Library Director

Joey McNamee provided an update on buildings, focusing on the Midvale Tyler Branch and West Valley. The library is collaborating with Love Communications, a team to conduct market research. The research will identify services important to community members.

A reorganization of the Technical Services team started. They are rebranding to Collection & Resource Services (CRS) and are looking at relocating. We would like to keep them centrally

located within our service area, but may need to expand our search for the properly sized space.

Joey shared examples of great customer service. A patron sent in a note thanking the staff for helping them negotiate an automatic pay to a utility company. It took three staff members to accomplish the feat and the patron was grateful to the staff for following through on the process.

A second correspondence came based on a reconsideration for a graphic novel in the juvenile section. The patron thanked staff at the South Jordan branch. They were helpful and respectful when the patron asked to get the book reconsidered. They commented on how important it is to maintain respect through the process and the branch accomplished that goal.

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

Leslie Webster talked about the 2023 year-end financial report. The budget is not final, but it is close. The personnel section was 92.3% spent. Each year we tend to have vacancies and those funds go back to our budget. Overall, 94.6% of the budget was spent. Fiscal is always looking to next year's budget for money to be reallocated for expenses.

Some budgets are overspent and some are underspent. The budget requests happen in June for the following budget year, which begins in January. This leaves some budgets differing in results. Reallocations move money from one line item to another line item to cover these differences.

Another document had Capital projects in 2023. Building are maintained as long as possible before major renovations or replacement. Many of the capital projects for 2023 were completed, but some had to roll over to 2024. The obligation column shows how much the project will cost compared to the original budgeted amount. Quotes change by the time the project is ready to move forward. Funds are reallocated to cover these projects.

In the March meeting, Fiscal will cover revenue, funding sources and information about budgeting.

Marketing Update – Sara Neal, Marketing & Communications Manager

Sara Neal went over a portion of the Board Report. The Create Spaces will start having statics in the report. More patrons are using materials, but not as many are physically entering the buildings compared to pre-pandemic numbers.

OWL Camp applications begin in March and Marketing will soon start printing summer reading materials. They also hired a Spanish speaker and started a Spanish radio.

Personnel Report – Pamela Park, Human Resources Manager

Employees: 554
40-Hour Merit Staff: 278
30-Hour Merit Staff: 74
20-Hour Merit Staff: 111
Substitute Staff: 91

Merit Vacancies: 62
In Recruitment: 16
On Hold: 22
Used for Reclass: 4
Unused Allocations: 20
Planning to post the Director position this week and it will run for about 45 days.

Bill Scarber, Board Chair, adjourned the meeting at 2:02 PM. Lee Whiting gave a tour of the Kearns branch to interested individuals.