

MINUTES OF THE LIBRARY BOARD OF DIRECTORS MEETING
Salt Lake City Public Library
February 17, 2011

Those in attendance.

The monthly meeting of the Board of Directors of the Salt Lake City Public Library was held on Thursday, February 17, 2011, at the Sprague Branch Library. In attendance were: Hugh Gillilan, President; Ella Olsen, Vice President; Mark Alvarez, Secretary; Emilie Charles, Luana Chilelli, Ila Rose Fife, Elizabeth Gupta, and Kevin Werner; Beth Elder, Director, and Bobbi Bohman of the library staff. Also in attendance were additional staff presenting reports; Jeannine Marlowe of the Friends of the City Library; and Russell Weeks of the Salt Lake City Council Office.

Call to order.

The meeting was called to order at 3:35 p.m.

Approval of minutes.

Ella Olsen moved that the minutes of the regular Board meeting held on January 20, 2011, be approved as written. Mark Alvarez seconded the motion which passed unanimously.

PUBLIC COMMENT

Library staff and volunteer voiced concerns regarding the recent library management reorganization and the Board's response to staff concerns.

The City Library Board of Directors heard comments regarding the management reorganization from staff members Mary Ryder, Paul Musser, and Lisa Grant; and library volunteer Wade Jones. They voiced concerns regarding communication, staff support and hours, job security, and the website. Board members assured those present that they will address matters of discontent but request that staff acquaint themselves with the specific goals and desired outcomes of the Library's Strategic Plan and use appropriate avenues for voicing concerns. Mark Alvarez praised the staff members for their courage in speaking and for their comments. Beth Elder acknowledged the concerns but assured the Board that the Executive Leadership Team spent time reviewing resumes and matching available jobs to the strongest applicants to help the Library best serve its community.

BOARD PRESIDENT'S REPORT

Luana Chilelli and Elizabeth Gupta to each fill a term through June 30, 2011.

Hugh Gillilan welcomed Luana Chilelli and Elizabeth Gupta as new members of the City Library Board of Directors. They have both been appointed for terms through June 30, 2011, and will both serve on the Finance and Buildings/Grounds Committee.

Friends report.

Jeannine Marlowe, President of the Friends of the City Library, updated the Board on the activities of the Friends and invited all to become members. The Friends are celebrating 50 years with the Library and provide financial support, outreach supplies and activities, and advocate for the City Library. The Friends raise funds through its biannual booksales and its Library Store. There are currently 500 members, 239 volunteers, 14 board members, and average 283 hours per month volunteering. Two particular projects the Friends support are the Best Beginnings program, which provides a book and information packet to newborns and their mothers at three local hospitals, and books and invitations to visit the City Library to kindergartners in local Title 1 schools. Materials are also available in Spanish.

LIBRARY DIRECTOR'S REPORT

Sprague Branch report.

Beth Elder introduced Mary Maloney, the new manager of the Sprague Branch Library, who reports that her new location has a cohesive team that enjoys great community support. Next to Foothill, the Sprague Branch Library circulates a high volume of materials and the number of placed holds most recently exceeded that of the Main Library. Volunteers contributed 2,687 hours during the last six months to help staff do their work. Programs at the branch include family storytimes, Book Baby, First Wednesdays, Feng Shui, Rockin' Read, March Madness, an immigration policy panel discussion, Lego-Mania!, and a visit by Marie Pasinski, author of *Beautiful Brain*.

Strategic Plan Re-Affirmation report.

Beth Elder reported on Strategic Plan Re-affirmation meetings held for all library staff on February 15, 2011, following the management restructuring with a new energy and focus on the Strategic Plan as the Library moves forward. Following a staff utilization activity, 20 new positions will be posted, mostly part-time. Libraries throughout the country are changing, and books are no longer the focus. With changing demographics and changing needs, fewer people are using libraries for reference and research. People want libraries to be about transformation, not information. The Library must be embedded in everything the community does and engage people. The fundamental shift is about people. Beth Elder is using a model to guide the leadership of the Library which bases successful change on Kotler's eight steps: increase urgency, guiding team, get the vision right, communicate, empower action, create short-term wins, don't let up, and make the change stick. The Reaffirmation meetings were held to review the Library's goals and make sure everyone is working in the same direction. The Library's outcome-based Strategic Plan is tied into the Mayor's citywide goals to create a vibrant and creative city.

BUILDINGS AND GROUNDS REPORT

Camera security upgrade, chair purchase, and branch cleaning completed. Main Library fence extension to begin in March 2011. Archway netting installed in Library Plaza.

Mike Beckstead reviewed the Buildings and Grounds report with the Board. The City Library finished the installation of a camera security upgrade, purchased 60 new chairs for the Main Library, and completed deep cleaning at the branches. The outside fence on the northwest corner of the Main Library will be extended beginning in March 2011. A Request for Proposals was issued for the reupholster of a third of the Main Library lounge chairs. Netting over the archway in the Library Plaza has been installed to deter pigeons. A Punch List of maintenance projects for all locations is being prepared.

Glendale Committee requests City Council advice on site selection and reengaging the community in the architectural programming process.

Ila Rose Fife reported on the Glendale Branch Steering Committee. The new co-chair is Richard Kaufausi. The steering committee has not met since reviewing its site selection options with the Salt Lake City Council. The steering committee asked the Council if it should take additional time to engage the Popular Grove community in the architectural programming process or pursue its other options. The Council did not indicate a compelling reason to continue pursuing the 900 South property. The steering committee will review the available options and make a site selection recommendation to the Library Board of Directors.

Marmalade Committee attending community council meetings and performing preliminary programming.

Ella Olsen reported on the Marmalade Branch Steering Committee. Committee members have been attending local community council meetings, hosted an open house, provided surveys, performed preliminary programming, and reviewed four site options.

FINANCE REPORT

Financial statements review.

Mike Beckstead reviewed the January 2011 financial statements and current month's expenditures with the Board.

January financial statements approved.

Ella Olsen moved that the financial statements for January 2011 be approved by the Board and filed for audit. Ila Rose Fife seconded the motion which, after full review, passed unanimously.

Chase Bank checks approved.

Ella Olsen moved that Chase Bank checks dated February 17, 2011, numbered 21392 to 21510, in the amount of \$433,804.87, be approved for payment by the Board. Mark Alvarez seconded the motion which, after full review, passed unanimously.

Wells Fargo Bank checks written during January acknowledged.

Ella Olsen moved that Wells Fargo Bank checks written during the month of February 2011, numbered 6256 to 6295, in the amount of \$37,728.60, be acknowledged by the Board. Emilie Charles seconded the motion which, after full review, passed unanimously.

Transfer of \$1.0M from Operating to Capital Fund account approved.

Ella Olsen moved that a transfer of \$1.0M be moved from the City Library's Operating Fund account to its Capital Fund account. Elizabeth Gupta seconded the motion which, after full review, passed unanimously.

Directors and Officers liability and employment practices liability insurance.

The City Library's Directors and Officers liability and employment practices liability insurance payment is due in February 2011. It includes a \$5.0M policy aggregate inclusive and has a \$1,000.00 per claim deductible. It covers decisions and actions of the Library Board of Directors, the Director, and managers of the City Library.

OPERATIONS REPORT

Library programming, management reorganization, and increased staffing.

Deborah Ehrman discussed upcoming speakers and selected events at the City Library. On Friday, February 18, 2011, a panel will discuss democracy in Egypt. The Utah Opera's Women's Voices Festival is scheduled on Tuesday and Wednesday, February 22 and 23, and Tuesday and Wednesday, March 8 and 9, 2011. On Wednesday, March 16, 2011, the first Nature of Things series begins with a lecture on energy sprawl by Jonathan Hoekstra. Utah Supreme Court Chief Justice Christine Meaders Durham will discuss women in the law on Thursday, March 24, 2011. A visit by Michael Ondaatje, author of *The English Patient*, is scheduled on Tuesday and Wednesday, March 29 and 30, 2011, with a screening of *The English Patient* on Sunday, March 27, 2011.

The management reorganization is completed and managers have been involved with discussing the needs of their departments, methodology, and work projects. Those discussions have generated recommendations for 21 positions, mostly allocated for direct public service. There are still issues with efficiencies, materials handling, and security that need to be dealt with.

Human Resources report.

Kerri Harris reviewed the January 2011 Human Resources report with the Board, which now includes statistics and equal employment opportunity data on the Library's 316 employees.

Website report.

Andrew Shaw provided an overview of the City Library's website. An official launch date is still to be decided. The new website provides the opportunity for the community to provide co-created content, a stable header with navigation and search, language powered by Google, choices based on collection, patrons can sign up and login, areas to leave comments, a banner area (for promotion of services and events), access to the library's catalog, community pages, a newsfeed, and a spam filter. MediaRain's contract provides for 90 days after launch for maintenance support. Content can be fixed, modified, and added to by the library staff. Policies related to the website will be provided to the Board for review and approval.

OLD BUSINESS - none

NEW BUSINESS - none

OTHER

Next meeting: March 17, 2011.

The next regular meeting of the Board of Directors is scheduled on Thursday, March 17, 2011, 3:30 p.m. at the Main Library, 210 East 400 South.

Meeting adjourned.

The meeting adjourned at 6:05 p.m.

Respectfully submitted, Mark Alvarez, Secretary.