

MINUTES OF THE BOARD MEETING
April 21, 2011

Those in attendance.

The monthly meeting of the Board of Directors of the Salt Lake City Public Library was held on Thursday, April 21, 2011, at the Main Library. In attendance were: Hugh Gillilan, President; Mark Alvarez, Secretary; Emilie Charles, Luana Chillelli, Ila Rose Fife, Elizabeth Gupta, and Kevin Werner; Beth Elder, Director, and Christine Koldewyn of the library staff. Also in attendance were additional staff, a volunteer, Russell Weeks, Cindy Lou Trishman, and community members Robert Walton, Ben Rogers, James Rogers, and Fred Fife presenting reports. Ella Olsen was excused.

Call to order.

The meeting was called to order at 3:30 p.m.

Approval of minutes.

Ila Rose Fife moved that the minutes of the regular Board meeting held on March 17, 2011, and the minutes of the special Board meeting held on April 6, 2011 be approved as written. Luana Chillelli seconded the motion which passed unanimously.

COMMUNICATION AND PUBLIC COMMENT

Community members, library staff member, and volunteer voiced concerns regarding site selection for the Marmalade and Glendale Branches, library management, Board decision to retain Ms. Elder, and difficulty contacting Board members.

The City Library Board of Directors introduced themselves and heard comments from community members Robert Walton, Ben Rogers, James Rogers, Fred Fife, Library staff member Christine Smart, and volunteer Susan Hardy. They voiced concerns regarding site selection process of the new Marmalade Branch, Glendale Branch, library management, the Board's decision to retain Ms. Elder as Library Director, and the difficulty the public has contacting members of the Library Board. The Board thanked those who attended and those who expressed concerns. The issue of contact information for Board members and the Glendale Branch site will be addressed later in the agenda.

BOARD PRESIDENT'S REPORT

Kevin Werner, Elizabeth Gupta, Ila Rose Fife to bring nominations to the Board to June, 2011 Board Meeting.

Hugh Gillilan appointed Kevin Werner, Elizabeth Gupta, and Ila Rose Fife to serve on a committee charged with bringing potential Board nominations to the Board meeting in June, 2011.

Elizabeth Gupta to attend ALA Conference in June.

The American Library Association annual conference will be in June, 2011 in New Orleans. Elizabeth Gupta is interested in attending.

Other interested Board Members contact Mr. Gillilan

Mr. Gillilan asked Board Members to let him know if they are interested in attending.

LIBRARY DIRECTOR'S REPORT

Beth Elder thanked those who helped develop the draft of the budget for 2011-2012.

Beth Elder reported that a big focus of last month was developing the budget for 2011-2012. She thanked Mike Beckstead and Darlene Pulver who worked hard to finish the draft on time.

Glendale Steering Committee voted on Glendale Branch site. Emilie Charles and Ella Olsen wrote a joint statement for the Marmalade Branch.

Beth Elder reported the Glendale Steering Committee voted on their recommendation for the Glendale Branch Library site. She thanked the committee for their time, including Elizabeth Gupta, Ila Rose Fife, and Mark Alvarez, members of the Board who served on the committee. Emilie Charles and Ella Olsen worked to produce a joint statement for the Marmalade Library Branch.

A new transparency initiative for the Board has been written.

With the help of Cindy Lou Trishman from the City and Julianne Hancock, a transparency initiative for the Board was written to help make Board decisions more transparent. It will be presented later in the agenda.

Beth Elder reported on meetings with LEO Executive Council, Emilie Charles, and Ella Olsen regarding morale issues among staff.

Beth Elder reported attending five meetings so far with members of the LEO Executive Council, Ella Olsen, and Emilie Charles to address issues of trust, morale, and other concerns for the organization. Ms. Elder is hopeful that much of their work can become part of the Building the Culture initiative that is part of the Strategic Plan. The Executive Leadership Team is also discussing training courses for the management level of the library.

BUILDINGS AND GROUNDS REPORT

Marmalade Branch Update.

The Steering Committee selected the RDA site, which was included in the handouts for the Board. Mark Alvarez asked what efforts the steering committee made to address the concerns of those in the Marmalade community who prefer the Northgate Park property, formerly St. Mark's Hospital. The Library Board will consider and discuss the information presented to them by Robert Walton, Ben Rogers, and James Rogers, but cannot comment on it until they discuss it, in particular because Ella Olsen, chair of the Marmalade Steering Committee, was not present at the meeting.

Glendale Committee's site recommendation is discussed and accepted, with a vote of 4 out of seven.

Elizabeth Gupta reported on the history and process the Glendale Steering Committee followed while selecting the Glendale Branch site. The Board discussed site options and concerns about public comment on the different possible sites. Ila Rose Fife read

some letters from members of the Glendale community in support of a particular site. Mark Alvarez moved to affirm the recommendation of the Glendale Steering Committee to accept the “North” property, investigate the impact on the Chapman Library, and whether the Poplar Grove needs will be adequately addressed. Emilie Charles seconded the motion which, after full review passed with a vote of four out of seven.

FINANCE REPORT

Financial statements review.

Mike Beckstead reviewed the March 2011 financial statements and current month’s expenditures with the Board.

March financial statements approved.

Kevin Werner moved that the financial statements for March 2011 be approved by the Board and filed for audit. Mark Alvarez seconded the motion which, after full review, passed unanimously.

Chase Bank checks approved.

Kevin Werner moved that Chase Bank checks dated April 21, 2011, numbered 21636 to 21787, in the amount of \$523,471.62, be approved for payment by the Board. Ila Rose Fife seconded the motion which, after full review, passed unanimously.

Wells Fargo Bank checks written during March acknowledged.

Kevin Werner moved that Wells Fargo Bank checks written during the month of March 2011, numbered 6322 to 6387, in the amount of \$59,814.46, be acknowledged by the Board. Ila Rose Fife seconded the motion which, after full review, passed unanimously.

Discussion of contingency fund and report on historical staffing levels.

Mike Beckstead discussed the utilization of the contingency fund and the report showing the historical look at staffing at the library. Historically there was an equivalent of 185 full-time positions at the library. Currently the library has an equivalent of 178 FTE positions. The 2012 preliminary budget includes staffing levels at 185.7 full-time equivalent positions.

The Board reviewed and voted to adopt the draft budget for 2011-2012. The Board voted to request a tax rate increase to support operating costs for the Marmalade Branch.

Kevin Werner reported that the Finance Committee has met twice already. He and Mike Beckstead reviewed the budget draft for 2011-2012, mentioning some of the highlights of the budget. Luana Chilelli suggested looking at grant opportunities for the library. Mark Alvarez asked how the Glendale and Marmalade branches will affect the budget, especially staffing the branches. Mike Beckstead said that the library will have to ask for a rate increase next year for operating costs to support the new branches. Kevin Werner moved to adopt the draft budget. Elizabeth Gupta seconded the motion which, after full review, passed unanimously. Kevin Werner moved to request the tax

rate increase to fund Marmalade construction as per the City Council's intent in 2009. Luana Chilelli seconded the motion which, after full review, passed unanimously.

OPERATIONS REPORT

The Board reviewed and made recommendations for the Evacuation Policy.

Deborah Ehrman presented an updated Evacuation Policy for the library. The Board discussed the policy and made some recommendations. Ms. Ehrman will make the recommended changes and the Board will review the Evacuation Policy again at the May 2011 meeting.

Board reviewed personnel changes and Dashboard statistics.

Deborah Ehrman presented a list of personnel changes and the Dashboard. Ms. Ehrman discussed the reasons the Dashboard shows a decrease in page views of library databases from the previous year. There are many possible reasons for this, including the way that the database vendors are set up to count usage. Ms. Ehrman is working with Computer Services staff and the vendors to find better ways to count patron usage of the databases. She is also working on a way to survey patrons to find out if they found the information they wanted. Mark Alvarez asked if there was a way to collect qualitative responses from patrons about whether they like the library's new Web site. Julianne Hancock will work on collecting this information.

Library programming.

The Golden Legacy art exhibit of Little Golden Book illustrations begins April 30, 2011 and runs through June 12, 2011. Leonard Marcus will speak in the Main Library Auditorium April 30, 2011 at 7:00 p.m. to commemorate the opening of the exhibit. Elizabeth Gupta attended several recent library programs. She said they were really great and commended the library on the quality of recent programming. Deborah Ehrman provided a handout of upcoming programs at the library for Board members.

OLD BUSINESS - none

NEW BUSINESS

Beth Elder reported on a new transparency initiative for the Library Board.

Beth Elder reported on a new initiative to help make Board decisions more transparent. She thanked Julianne Hancock and Cindy Lou Trishman from the City for their help in drafting the transparency document. The transparency initiative will provide more information to the public and provide contact information for Board members. Ms. Elder included a timeline for implementing the new initiative. The Library Board plans to adopt the initiative, but asked

for some additions before it is voted on at the next Board meeting.

Library Board discussed adopting guidelines for public comment at Board meetings.

The Library Board discussed adopting guidelines for public comment at Board meetings. They reviewed a document about public comment from the City. Board members will review the document and vote on it at the next Board meeting.

Library Board will plan a Board Retreat.

Kevin Werner proposed that the Library Board plan and attend a retreat. The retreat organizing committee will consist of Hugh Gillilan, Kevin Werner, and Emilie Charles. They asked Board members to send suggestions for the retreat to any member of the committee organizing the retreat.

OTHER - none

Meeting adjourned.

Kevin Werner moved to adjourn the meeting, and Luana Chilelli seconded the motion. The meeting adjourned at 6:15 p.m.

Respectfully submitted, Mark Alvarez, Secretary.