

MINUTES OF THE SALT LAKE CITY PUBLIC LIBRARY BOARD OF DIRECTORS
MEETING – JUNE 16, 2011

DRAFT – PENDING BOARD APPROVAL

Those in attendance. The monthly meeting of the Board of Directors of the Salt Lake City Public Library was held on Thursday, June 16, 2011, at the Main Library Board Room. In attendance were: Hugh Gillilan, President; Ella Olsen, Vice President; Mark Alvarez, Secretary; Emilie Charles, Luana Chilelli, Elizabeth Gupta, and Kevin Werner; Beth Elder, Director, and Andrew Shaw of the library staff. Also in attendance were additional staff; Paul Nielson, Senior City Attorney; and community member Tamara Prince. Library Board member Ila Rose Fife was excused.

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

Due to technical difficulties, the audio recording was started a few minutes late.

Approval of minutes. Ella Olsen moved that the minutes of the regular Board meeting held on May 19, 2011, be approved as written. Elizabeth Gupta seconded the motion which passed unanimously.

COMMUNICATION AND PUBLIC COMMENT

No public comment given. No public comment was given.

Media Report presented. Library Director Beth Elder noted several places where The City Library appeared in the press, including the website selected as *Communication Arts* Webpick of the Week, a profile of Gwen Page and technology outreach in the *Salt Lake Tribune*, and updates about Glendale and Marmalade Branch Libraries.

BOARD PRESIDENT'S REPORT

Board President's High Gillilan expressed appreciation to Kevin Werner for

Report presented.

organizing the Board Retreat on June 4, 2011.

Elizabeth Gupta and Kevin Werner will attend the American Library Association National Convention in New Orleans, LA, at the end of June.

LIBRARY DIRECTOR'S REPORT

*Library Director's
Report presented.*

The City Library annual budget was approved by the City Council on June 14, 2011. The Council approved a tax rate increase to keep the branch construction projects on track. They approved the site selections. They also approved the second terms of Library Board members Emilie Charles, Luana Chilelli, and Elizabeth Gupta.

The Library has developed a system-wide annual plan and division plans based on the Strategic Plan and areas of responsibility for each division. Managers are developing department plans, and individual staff members are preparing Performance Plans. They will all be finalized by the end of July, effective through June 2012.

Executive Leadership Team (ELT) and Library Employees Organization (LEO) members continue to meet to discuss staff concerns. A survey is planned to assess staff response to initiatives planned to come from these meetings and elicit staff suggestions for improvement. The survey will take place in July 2011.

Shelly Chapman has been hired as the new Human Resources Manager. She has worked in HR for 11 years, including SLC Community and Economic Development, Salt Lake Police, and Salt Lake Redevelopment Agency.

The Glendale and Marmalade Branch projects continue to move forward. The next step is to put out a Request for Proposals (RFP) for a Project Manager, expected to be posted early next week (June 20, 2011). The Project Manager will oversee all details of both branch projects, including zoning, construction bids, engineering, and keeping on budget and timeline.

Beth Elder attended the Civility Summit, hosted by several area mayors. It was an effort to encourage community engagement and public discourse designed for everyone to hear each other's point of view on common ground.

Beth Elder congratulated the Friends of The City Library for receiving the Baker and Taylor Award for outstanding library support. They will be honored at the ALA National Convention in New Orleans.

Beth read an email from Andrew Shaw, noting a conversation he had with a librarian in Indiana who spoke with him about the library's new website. She was inspired by the site and interested in using it as a guide for an update to her system's website.

Beth Elder and Julianne Hancock will be attending the ALA National Convention. Elder will participate in a panel with The King's English Bookshop's Betsy Burton to talk about library and bookstore partnerships. Several other staff members are also attending.

Members of the Board were given guest passes to the Utah Arts Festival, June 23-26, 2011, on Library Square.

Beth Elder noted that there is a transition between staff members responsible for Library Board support. A new Executive Assistant will be hired. Elder expressed her thanks to several staff members who are currently supporting the Board in addition to their regular duties.

BUILDINGS AND GROUNDS REPORT

*Report on the
Marmalade Branch
Library presented.*

The Marmalade Branch Steering Committee will meet June 20, 2011, to review site work completed by the site planner and determine next steps in the branch building process. The Steering Committee will plan visits to a handful of new libraries throughout Utah to review architecture and talk with librarians to assess areas they identify as successes and areas for improvement.

*Report on the
Glendale Branch
Library presented.*

The Glendale Branch Steering Committee met on June 14, 2011, and discussed whether they should re-open the site selection process. The committee decided to move forward with the site previously selected and approved by the Steering Committee, Library Board, and City Council.

The Glendale Steering Committee is planning a neighborhood barbecue and library card drive to reinvigorate the project. They will tour several new libraries in Utah and will circulate a draft RFP to ensure it is

complete and incorporates a community-involved building process.

The Steering Committee met at the Day-Riverside Branch, and Manager Adriane Juarez provided information about the library, the last neighborhood branch built by the system. Mary Anne Heider, manager of Chapman Branch, will visit a future library to continue to provide more information about library use near the Glendale site.

*Building and Grounds
Report presented.*

Assistant Director of Finance and Operations Mike Beckstead provided the Building and Grounds Report. The landscaping at the front entrance to the Main Library has been cleaned up. Library gardeners have been delayed by rains, but are catching up with landscaping duties. The first round of chairs has been reupholstered. All public computers and select staff computer will receive Microsoft Office 2010 upgrades. The library has replaced some worn-out book drops. Library maintenance identified the leak in the Level 5 sky light. A locking mechanism on 200 East is being examined to improve security. The revolving door at the 200 East public entrance is being examined for fix or replacement.

Elizabeth Gupta asked if large groups have a clean-up plan for Library Square. Beckstead noted that the city is responsible for Library Square and its maintenance, but that they are usually very responsive.

FINANCE REPORT

*Financial statements
reviewed.*

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

*May financial
statements approved.*

Kevin Werner moved that the financial statements of cash receipts and disbursements for May 2011 be approved by the Board and filed for audit. Ella Olsen seconded the motion which, after full review, passed unanimously.

*Chase Bank checks
approved.*

Kevin Werner moved that Chase Bank checks dated June 16, 2011, numbered 21909 to 22028, in the amount

of \$361,609.98, be approved for payment by the Board. Ella Olsen seconded the motion which, after full review, passed unanimously.

Wells Fargo Bank checks written during May acknowledged.

Kevin Werner moved that Wells Fargo Bank checks written during the month of May 2011, numbered 6424 to 6472, in the amount of \$88,262.31, be acknowledged by the Board. Ella Olsen seconded the motion which, after full review, passed unanimously.

OPERATIONS REPORT

Library programming and staffing changes presented.

Assistant Director of Library Experiences-Main Deborah Ehrman presented a list of personnel changes, the Library Dashboard, and a list of upcoming speakers and events.

Summer Reading programs for kids, teens, and adults started June 4, 2011. Approximately 2,000 kids and teens have already signed up to participate. There are reading incentives and programs happening all summer to encourage participation.

The Honeycomb Community Self-Portrait Project has begun to collection self-portraits for the community. It will be on exhibit system-wide in August and September.

The *Freedom Riders* exhibition has opened on Level 1 of the Main Library. Several events are taking place in conjunction with the exhibition, including a lecture with author Raymond Arsenault in the Main Library Auditorium at 7 p.m. on June 29, 2011.

A panel discussion, "The Future of Journalism," will take place at 7 p.m. on June 28, 2011, in the Main Library Auditorium, bringing several local journalists together to discuss the future of their field.

The Accessing Technology outcome group has presented computer classes outside the library at locations such as the Odyssey House and YWCA.

Hiring update presented.

Deborah Ehrman presented the hiring update. The Library Aide position interviews are completed at some locations and new staff are beginning their employment. Library Assistant positions are in final interviews; the library intends to extend offers early next week (June 20, 2011).

Four Librarian positions closed this week; nearly 300 applications will be reviewed. Applications for the Executive Secretary position are being reviewed. A Part-Time Custodian position is currently open for application.

OLD BUSINESS

*Library Board
Executive Committee
positions selected.*

The Library Board Nomination Committee proposed the following slate of Board Officers for fiscal year 2011-12: Kevin Werner, President; Ella Olsen, Vice President; Elizabeth Gupta, Secretary. Hugh Gillilan called for a vote. The proposal passed unanimously.

Hugh Gillilan provided a short parting speech. Ella Olsen read a proclamation thanking Gillilan for his term as President. Elder also thanked Gillilan for his service. Gillilan will continue to serve on the Library Board and Executive Council as Past-President. Kevin Werner accepted his role as President for the remainder of the meeting.

*Public Comment at
Library Board
Meetings policy and
procedure adopted.*

A "Public Comment at Library Board Meetings" policy statement and procedure was presented for the Board's consideration.

Mark Alvarez moved that the Board adopt the entire document for use at the Board meetings. Hugh Gillilan seconded. Alvarez proposed the policy statement be amended to include the word "in" between "confidence" and "those" in the fourth line. The motion passed unanimously as amended.

*Website Statistics
update presented.*

Manager of Communications Julianne Hancock provided an update on website statistics to clarify those presented in the last Board meeting. She examined visits, page views, hits, and bounce rate. The new site uses Google Analytics; the previous site reported statistics from web logs, not from Google Analytics, which presented some discrepancy when compared to the current statistics.

Kevin Werner is concerned that there isn't a demonstrable way to compare the old site to the new site. The Board discussed appropriate ways to create benchmark statistics, including ways to accurately measure

whether the site is being used as intended. The Board asked Beth Elder to perform forensic research on the web statistics to see what data can be captured as benchmarks from the old site to compare the new site against the previous.

NEW BUSINESS

Board Retreat follow-up; Next Steps identified.

Kevin Werner introduced the draft Board of Directors Procedures manual table of contents. The Executive Committee will begin working on identifying priority items and preparing draft procedures.

Mark Alvarez clarified that item 4.3 in the table of contents intends to become guidelines for LEO's direct communication with the Library Board.

OTHER

Next meeting: July 21, 2011.

The next regular meeting of the Board of Directors is scheduled on Thursday, July 21, 2011, 3:30 p.m. at the Main Library, 210 East 400 South.

Meeting adjourned.

Hugh Gillilan moved to adjourn the meeting. Luana Chilelli seconded the motion which passed unanimously. The meeting adjourned at 4:55 p.m.

Respectfully submitted, Elizabeth Gupta, Secretary.