

MINUTES OF THE SALT LAKE CITY PUBLIC LIBRARY BOARD OF DIRECTORS
MEETING – MAY 19, 2011

approved by the Library Board of Directors, June 16, 2011

Those in attendance.

The monthly meeting of the Board of Directors of the Salt Lake City Public Library was held on Thursday, May 19, 2011, at the Main Library Conference Center. In attendance were: Hugh Gillilan, President; Ella Olsen, Vice President; Mark Alvarez, Secretary; Emilie Charles, Ila Rose Fife, Elizabeth Gupta, and Kevin Werner; Beth Elder, Director, and Andrew Shaw of the library staff. Also in attendance were additional staff, Russell Weeks from the Salt Lake City Council, Helen Langan from the Salt Lake City Mayor's Office, Robert Walton from Northgate Park, Derek Jensen from the *Salt Lake Tribune* and Jessica Gail from KCPW radio. Library Board member Luana Chillelli was absent.

Call to order.

The meeting was called to order at 3:33 p.m.

Approval of minutes.

Ella Olsen moved that the minutes of the regular Board meeting held on April 21, 2011, be approved as written. Mark Alvarez seconded the motion which passed unanimously.

BOARD PRESIDENT'S REPORT

3 Board members' terms requested for renewal.

Elizabeth Gupta, Mimi Charles, and Luana Chillelli's Library Board terms are scheduled to end in June 2011. All three were appointed for partial terms. Hugh Gillilan submitted requests to the Mayor and City Council for all three to be renewed for an additional term.

Board Retreat announced.

The Library Board will conduct a Board Retreat on June 4, 2011, at the Fort Douglas Officers Club. The details of the retreat agenda were discussed during the "Old Business" section of the Board meeting.

Special Board member assignments report.

Gillilan identified two special Board member assignments. Mimi Charles is meeting with the Library Employees Organization (LEO), Director Beth Elder, and other members of The City Library's Executive Leadership Team to enhance relationships within the library. Elizabeth Gupta will work with Communications Manager Julianne Hancock for Internal and

External Communications Plan development.

COMMUNICATION AND PUBLIC COMMENT

No public comment given.

No public comment was given.

LIBRARY DIRECTOR'S REPORT

Media report.

Beth Elder noted a number of articles about the library in the press, including those about branch development news, Librarian Josh Hanagarne, the Friends of The City Library's Semi-Annual Used Book Sale, and gallery openings. The City Library also appeared in an American Library Association report about the "It Gets Better" campaign.

Mark Alvarez mentioned a letter in the *Salt Lake Tribune* which addressed bike theft at Library Square.

Annual budget presented to City Council.

Elder presented the library's budget to Mayor Becker's office and the City Council in their work session at beginning of May. Since the Marmalade Branch project is a mixed-use development with the Re-Development Agency (RDA), DJ Baxter from the RDA presented along with the library. Conversation took place about Marmalade Branch funding options and timeline and how downloadable materials affect the library's operating budget.

During the next City Council work session (June 1), options for funding and operating the Marmalade Branch are expected for discussion. No official public comment regarding The City Library's budget has been received by the City Council.

Director's happenings.

Elder has been attending meetings with LEO and Mimi Charles to enhance relationships within the library.

The ELT has created the library's Annual Plan and Division Plans along with a timeline for managers and staff to develop Department and Performance Plans.

Elder attended the Utah Library Association Annual Conference where many City Library staff presented or organized events.

Elder participated in conversations with community leaders regarding creating a stronger cultural core in Salt

Lake City.

Elder attended Glendale Community Council meetings to discuss the site selected for the Glendale Branch Library. The site is being cleared of buildings.

Elder attended the opening of the "Golden Legacy" exhibition at the Gallery at Library Square, which included a lecture from author and historian Leonard Marcus.

Elder and Mike Beckstead have conducted interviews to fill the Manager of Human Resources position.

Report on unexpected electrical failure that disrupted computer service.

A significant electrical event on May 18, 2011, affected all library phones and computers for a few hours. Elder commended Facilities and Computer Services staff for creating a quick temporary solution. She also commended staff around the system for functioning without key technologies, keeping locations open and service high. A breaker was replaced the next morning by our Facilities staff.

BUILDINGS AND GROUNDS REPORT

Report on the Marmalade Branch Library.

The Salt Lake City Council demonstrated agreement with the Marmalade Branch Library site on May 3, 2011. Formal approval will accompany the approval of the FY2011-12 budget. Funding is in conversation. Ben Davis at RDA and Ray Whitechurch, site planner, are working on site plan to give a footprint for the entire RDA project.

Ella Olsen, Marmalade Branch Steering Committee Chair, was featured in an article in Close Up section of the *Salt Lake Tribune*, discussing the project. The Steering Committee is going to take a driving and walking tour of several new libraries in the Salt Lake area to examine traffic flow and floor plans and gather opinions from librarians about their likes and dislikes.

Robert Walton from Northgate Park asserted the process took place without full consideration for the property he represents. Ella Olsen identified several opportunities for input (including Fairpark and Capitol Hill Community Council meetings, an open house, the Open City Hall web site, community events at Washington Elementary School, and others) and the community's overwhelming preference for the site selected for the Marmalade Branch.

Report on the Glendale Branch Library.

Elizabeth Gupta presented a report from the Glendale Branch Steering Committee. The Salt Lake City Council was presented at the Salt Lake City Council work session and is scheduled for a vote on June 7, 2011. The Glendale Steering Committee plans to meet on June 14, 2011, to begin negotiations and purchase of the property and to develop an RFP for an architect.

Building and Grounds Report.

Associate Director of Finance and Operations Mike Beckstead presented a Building and Grounds Report that included details of the May 18, 2011, electrical outage, replacement of landscaping at the Day-Riverside Branch, a Main Library steam valve repair, Main Library annual fire system inspection, reupholstering project, and a VPN upgrade to allow staff secure remote access to the library's servers.

The Leonardo is expected to open in July.

Board members noted the need for a Main Library landscaping audit, the replacement of part of the bike rack, and concrete issues outside the Chapman Branch. The City Library performs an annual walk-through with department managers to identify areas needing maintenance attention.

FINANCE REPORT

Financial statements reviewed.

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

April financial statements approved.

Ella Olsen moved that the financial statements for April 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.

Ella Olsen moved that Chase Bank checks dated May 19, 2011, numbered 21788 to 21908, in the amount of \$384,955.22, 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 February

Ella Olsen moved that Wells Fargo Bank checks written during the month of April 2011, numbered 6388 to 6423, in the amount of \$4,066.80, be acknowledged by the Board.

acknowledged.

Emilie Charles seconded the motion which, after full review, passed unanimously.

Marmalade branch funding scenarios presented.

Beth Elder presented a memorandum regarding Marmalade Branch funding scenarios. The memo is expected to be presented to the City Council at an upcoming work session. The adjusted timeline of the project based on RDA suggestions schedules the branch to open in 2014. The City Library will need funding for site design and architectural design in next fiscal year to keep project on track. To remain on timeline, a tax rate increase is required to begin Marmalade construction in 2012-13 and Glendale operating for 2012-13, also Marmalade operating for 2013-14. The City Council is considering timing.

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. Mary Anne Heider, Librarian on Level 2, was named the new Chapman Branch Manager and began work in her new position on May 19, 2011.

Hiring process update presented.

Ehrman discussed the hiring process that has been ongoing to fill several open positions throughout the system. Snapshot Day on April 12, 2011, provided interesting facts about a typical day at the Salt Lake City Public Library. City Library facilities were open a collective 163 hours, fielded 1,328 reference questions, issued 226 library cards, 479 people attended library programs, and 52 volunteer hours were logged.

Collection development report.

City Library collection development staff are purchasing items to complement our collection with the expectation of enhancing the collection by June 30. When the City Council votes to approve the use of contingency funds, those funds will go toward electronic resources and high-demand titles in the fiction and young adult collections.

Praise for Liesl Johnson, Early

Ehrman read information honoring Liesl Johnson, Early Literacy Outcome Lead. The letter, from a Pre-K instructor at

*Literacy Outcome
Lead.*

Riley Elementary School praised Johnson's "professionalism, enthusiasm, and warmth.... Liesl is a true treasure. I find myself trying to be a better teacher after her visits."

Ehrman noted that 6,900 books have been given away from the Friends' Best Beginnings Begin with Books and Buddies of the Library programs, exceeding their target for the year.

Website update.

Julianne Hancock distributed a report regarding the website and its statistics and use since launch. Communication Arts has selected The City Library's web site as WebPick of the Week for June 10. This recognition reaches an audience of designers and design professionals. The City Library is looking at ways to continue to increase exposure for the databases. Two areas of focus for early upgrades to the new site include login and navigation.

Mark Alvarez questions Julianne about the policy for hiding comments that were posted to conversations on the website and about statistics stating that website hits had risen more than 4,000% from April to May.

OLD BUSINESS - none

*Nominating Committee
report.*

Elizabeth Gupta, Nominating Committee Chair, presented the committee's recommendations for executive committee positions for the 2011-12 year. Kevin Werner was submitted as President and Ella Olsen as Vice President. The position of Secretary is still in discussion. The committee's recommendation will be voted on at the June 2011 Board Meeting.

*Transparency Initiative
adopted.*

Ella Olsen moved to approve the Transparency Initiative as written. Kevin Werner seconded the motion.

Board members discussed how the Transparency Initiative includes good procedures for transparency but suggested procedures should not be submitted as policy.

Mimi Charles submitted a substitute motion to replace the Transparency Initiative with the following policy statement: "The Board is committed to transparency and encourages interaction and community involvement by engaging the community in the processes and decisions of the Library that ultimately benefit the community."

The substitute motion was passed unanimously.

The Library Board made clear top priorities in fulfilling this policy:

- providing access to the audio files from Board meetings online as quickly as possible;
- providing access to draft minutes and final minutes online as soon as they are prepared;
- remaining consistent and compliant with GRAMA laws and guidelines.

*Public Comment
Guidelines tabled.*

Ella Olsen moved that the public comment guidelines be adopted as written. Kevin Werner seconded.

Board members discussed concerns with several areas of the guidelines. Mark Alvarez will prepare a new draft of the Public Comment Guidelines for discussion at the June 4 Board Retreat.

Following discussion, Olsen withdrew her motion and Werner withdrew his second.

*Emergencies and
Unusual Situations:
Evacuation Policy
adopted.*

The Evacuation Policy has been amended to emphasize the safety of patrons and staff in emergency situations. Kevin Werner moved to approve the policy as written. Ella Olsen seconded the motion, which passed unanimously.

*Board Retreat
discussed.*

Kevin presented the draft agenda for the Board Retreat on Saturday, June 4, 2011. The Board has identified 3 goals for the retreat:

- Library Familiarization with guest speaker Pam Smith, Director of Anythink Libraries, Colorado;
- Board Process and Procedures Manual with guest speaker Utah State Librarian Donna Morris;
- Identify the objective tasks for the Board in the next year.

Success criteria will be identified for each of these three goals.

NEW BUSINESS - none

OTHER

*Northgate Park
interjection.*

Robert Walton from Northgate Park interjected public comment regarding the Board's response to his letter. Walton claimed he received no response. Ella Olsen claimed she provided a response via email. Kevin Werner called for a point of order to end the conversation as inappropriate outside the public comment section of the meeting.

*LEO representative
attendance at Board
Meetings requested.*

Clinton Watson, President of LEO Board, upon Mimi Charles's suggestion, said a representative from LEO would like to attend Board meeting and give a monthly report.

*Next meeting: June 16,
2011.*

The next regular meeting of the Board of Directors is scheduled on Thursday, June 16, 2011, 3:30 p.m. at the Main Library, 210 East 400 South.

Meeting adjourned.

Kevin Werner moved to adjourn the meeting. Ella Olsen seconded the motion which passed unanimously.
The meeting adjourned at 5:55 p.m.

Respectfully submitted, Mark Alvarez, Secretary.