

**The monthly meeting of the Salt Lake City Public Library Board of Directors
was held on Thursday, December 15, 2011 at the Sweet Library, 455 F Street.**

Those in Attendance

In attendance: Kevin Werner, President; Ella Olsen, Vice-President; Mark Alvarez; Emilie Charles; Luana Chilelli; Ila Rose Fife; Hugh Gillilan; Hikmet Loe; Linda Hamilton, Transitional Director; Karen Okabe, Deputy Director and Tommy Hamby, notetaker. Also in attendance were additional staff: Howard Brown, Local Solutions and Bridging Divides Outcome Lead; Deborah Ehrman, Associate Director; Julianne Hancock, Communications Manager; Alveeda Lauscher, Sweet Library Manager; Patty Steed, Associate Director; and Margaret Plane, City Attorney. Board secretary Elizabeth Gupta was excused.

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES – 00:00:31

Ila Rose Fife moved that the minutes of the special Board meeting held on October 28, 2011 be approved as written. Ella Olsen seconded the motion, which passed unanimously. Hugh Gillilan moved that the minutes of the regular Board meeting held on November 17, 2011 be approved as written. Luana Chilelli seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND PUBLIC COMMENT – 00:01:30

No public comment given.

IV. BOARD PRESIDENT'S REPORT – 00:01:46

Werner gave his report to the Board and alerted members to decisions that the Board will need to make in the next few months, which include establishing a timeline for the new branches, the Library annual budget and the strategic plan. Jim Cooper, Director of the Salt Lake County Library System, has been invited to January's Board meeting. The Board will formally adopt the process for the Director search in March. Werner welcomed Hikmet Loe as the Board's newest member. Karen Okabe introduced herself to the Board.

V. LIBRARY DIRECTOR'S REPORT – 00:12:40

Hamilton introduced Alveeda Lauscher, manager of the Sweet Library, who reported on branch activities. Lauscher will be retiring on December 31 after 34 years working at the Library; the Board thanked her for service. Hamilton remarked on open positions at the Library, training needs, security concerns, the City audit, internet filtering and successful strategic plan implementation. Hamilton and Okabe have been spending their first month at the Library meeting with members of the leadership team and Board in their effort to establish trust within the organization. Hamilton introduced Patty Steed who gave a report of events taking place at the branch libraries. Deborah Ehrman gave a report of events taking place at the Main Library. Julianne Hancock gave a report on the Communications department.

VI. BUILDINGS AND GROUNDS REPORT

Report on the Glendale Branch – 00:46:44

The Request for Qualifications (RFQ) for Architect of Record (AOR) Services for the Glendale Library has been released and will close on December 19, 2011. Patty Steed will be the staff focal point for the Glendale project.

Report on the Marmalade Branch – 00:47:23

Olsen reported on the Marmalade Steering Committee and shared a concept master plan from IBI Group and recommendations from the Redevelopment Agency (RDA) for the Marmalade Block, where the Library will be built. Olsen requested input from the Board on considerations about the ownership of the library building and land. Members of the committee and others from Salt Lake City Corporation toured mixed-use libraries and open spaces in Portland, Oregon. The project manager will be releasing the RFQ for AOR Services for the Marmalade Library in January. Deborah Ehrman will be the staff focal point for the Marmalade project.

VII. FINANCE REPORT

Financial statements reviewed – 01:08:57

The Board reviewed the November 2011 financial statements and current month's expenditures. Hamilton requested to change the format of the financial reports.

November financial statements approved – 01:10:40

Luana Chilelli moved that the financial statements of cash receipts and disbursements for November 2011 be approved and filed for audit. Ila Rose Fife seconded the motion, which after full review, passed unanimously.

Chase Bank checks approved – 01:10:58

Luana Chilelli moved that Chase Bank checks dated December 15, 2011 numbered 22662 to 22795 in the amount of \$590,344.01 be approved for payment. Ella Olsen seconded the motion, which after full review, passed unanimously.

Wells Fargo Bank checks written during November acknowledged – 01:11:27

Luana Chilelli moved that Wells Fargo checks written during the month of November 2011 numbered 6836 to 6894 in the amount of \$9,329.50 be acknowledged by the Board. Hugh Gillilan seconded the motion, which after full review, passed unanimously.

VIII. STRATEGIC PLAN/OPERATIONS REPORT

Local Solutions and Bridging Divides Outcome Report – 01:11:52

Steed introduced Howard Brown, Outcome Lead for Local Solutions and Bridging Divides. Brown gave a presentation to the Board, which will be included as an appendix to these minutes. Werner thanked Brown for his presentation.

Dashboard/Personnel Changes Reviewed – 01:43:13

Hancock presented the monthly dashboard and the Board reviewed the personnel changes. Hancock explained that a story about the Marmalade Library that appeared in the *Salt Lake Tribune* will be reported on next month's Dashboard.

IX. OLD BUSINESS – 01:45:11

Ella Olsen proposed changes and clarifications to the Library's personnel policies described below. Hugh Gillilan seconded the motion, which after some discussion passed unanimously.

Personnel policy changes and clarifications:

The Library Board reinstates the policy statements in the 2009 11th Edition Employee Handbook contained in sections 3-7. The Board adopts policies on Equal Opportunity Employment as listed below as well as Salt Lake City personnel policy 3.01.07 Family Medical Leave. The Board reaffirms that the Salt Lake City personnel policies 3.02.01 Standards of Conduct, 3.02.02 Disciplinary Guidelines, 3.02.04 Employee Appeals and Grievances, 3.02.09 Courteous and Respectful Behavior, 3.02.10 Supervisor Standards and Responsibilities remain in effect and supersede any previous Library policies where there are contradictions. Furthermore, the Board notes that the Director shall establish or maintain personnel procedures consistent with these policies that do not require Board approval. These procedures may, for example, continue many of the procedures described in the 2009 Employee Handbook.

Equal Opportunity Employment:

Salt Lake City Public Library is an equal opportunity employer. It is the policy of the SLCPL to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity. Salt Lake City Public Library will conform to the spirit as well as the letter of all applicable laws and regulations.

X. NEW BUSINESS – 01:48:58

No new business.

XI. OTHER – 01:49:10

Werner invited the Board to stay for a reception to welcome Hikmet Loe, Linda Hamilton and Karen Okabe.

XII. ADJOURN 01:49:43

Luana Chilleli moved to adjourn the meeting. Ila Rose Fife seconded the motion, which passed unanimously. The meeting adjourned at 5:22 p.m. Respectfully submitted, Elizabeth Gupta, Secretary.

NEXT MEETING

The next regular meeting of the Library Board of Directors is scheduled for Thursday, January 19, 2012, 3:30 p.m. at the Main Library, Board Room, 210 East 400 South.

Local Solutions/Bridging Divides
Outcome Report

2010 Progress and Plans for 2011

Executive Sponsor: Patty Steed
Outcome Lead: Howard Brown



Local Solutions/Bridging Divides Outcome Report

The community works together to address challenges and generate innovative solutions to create and sustain the best place to live and then makes it happen.

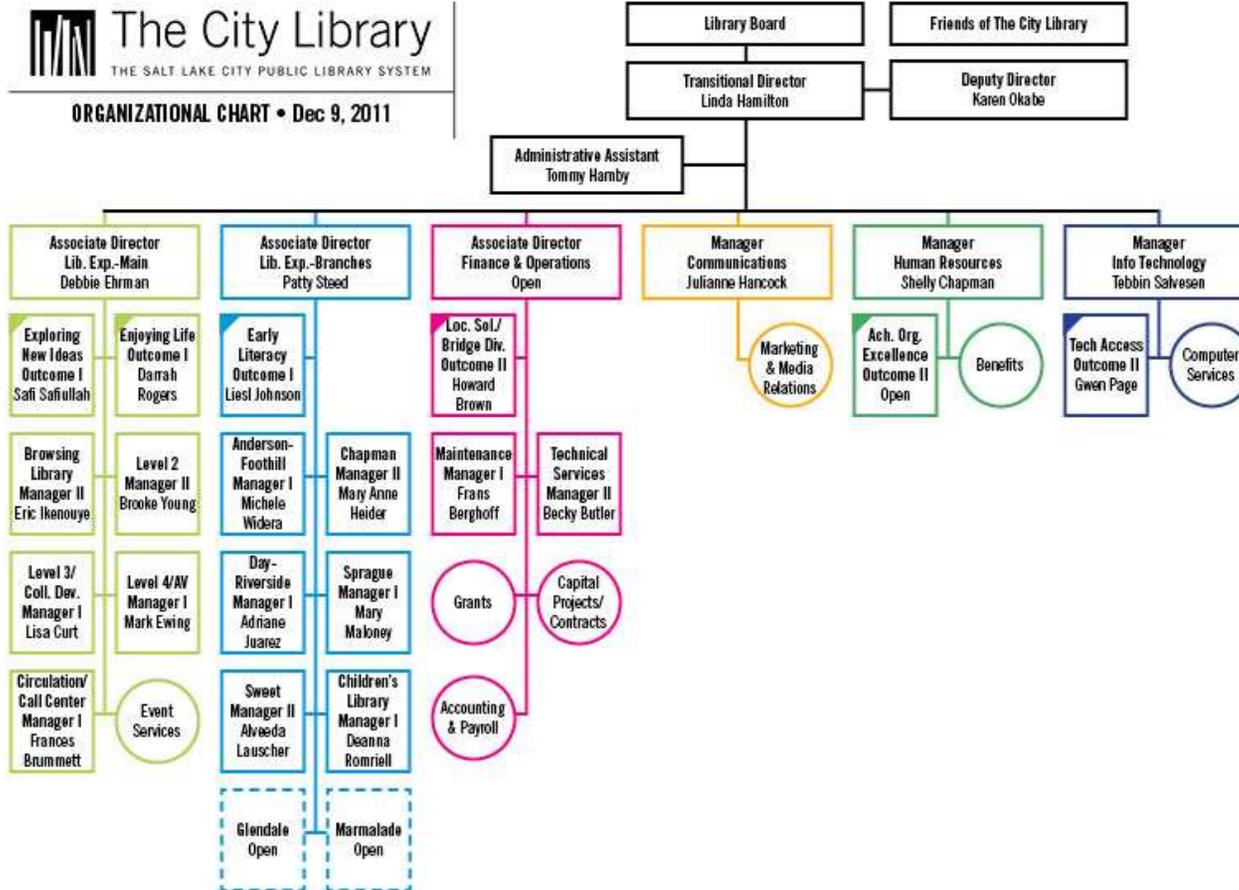
Why is this Outcome important?

- The City's carbon footprint is reduced, enhancing the quality of the environment and overall quality of life
- The Library's carbon footprint is reduced, providing budget savings and revenue for other projects
- The community's efforts toward self-sufficiency and sustainability is improved and strengthened
- The Library is a catalyst for exchange and interaction between SLC east and west side neighborhoods
- The City's collective culture and resources are advanced and celebrated.

Our focus will be on sustainability and City, State and National urban initiatives. The community finds ways to bridge the east/west racial, cultural and socio-economic divide to strengthen our city.



Local Solutions/Bridging Divides Outcome Report



Local Solutions/Bridging Divides Outcome Report

Outcome Structure

- Outcome Lead
- Seven Key Strategies
 - Educate the community and initiate activities and resources that enable sustainability in areas such as environment, food, business, natural resources, etc.
 - Create internal energy efficiency programs to reduce the Library's energy consumption.
 - Identify community initiatives that unite us and create opportunities for the east and west sides to come together around common goals
 - Promote and market library activities and programs across the divide
 - Encourage opportunities for telling of personal stories to emphasize how we are alike and to honor our differences.
 - Work with communications using the website to encourage co-created community content
 - Work with Communications to create buzz about new Marmalade and Glendale branches.
- Outcome Committee (10 staff Core Team)
- Workgroups
 - Viva Frida!
 - I love Salt lake
 - Olympics
 - Growing a Garden City



Local Solutions/Bridging Divides Outcome Report

Strategy: Educate the community and initiate activities and resources that enable sustainability in areas such as environment, food, business, natural resources, etc.

ACTIONS

- Working with the City's Green Team on sustainability issues and the Salt Lake Farm Bill.
- Partnering with local organizations on issues of energy consumption
- Encourage community support of buy local first

EXAMPLES

- Working with City's Green Team on sustainability issues concerning food.
- Growing a Garden City project
- Working with the Utah Energy Council, 350.org, Healthy Environment Alliance of Utah, Creative Energies LLC

METRICS

- Number of programs and attendance for July – November 2011
 - 5 programs with attendance of 340
- Number of community partner organizations July – November 2011
 - 7 partner organizations



Local Solutions/Bridging Divides Outcome Report

Strategy: Create internal energy efficiency programs to reduce the Library's energy consumption

ACTIONS

- Monthly meetings with head of facilities management to discuss means and methods for carbon footprint reduction and energy savings.
- Encouraging energy conservation inside the Library Facilities by staff to meet goals
- Bring awareness to staff of ways to combine their efforts with other groups/individuals to make a difference
- Use of the Early Literacy Bicycle to provide library service and green commuting

EXAMPLES

- Tracking the number of staff green commutes.
- PowerPoint presentation on bicycling in winter months.
- Lowering alternative transportation costs (bus passes) to increase staff usage.
- Encouraging staff to participate in the City's annual Clear the Air Challenge.

METRICS

- Cutting costs of 2011 - 2012 natural gas and electricity consumption by the Library
 - Baseline expenditure >\$443,000 currently \$156,939
- Number of staff green commutes
 - Goal 25,000 commutes, currently 9,673



Local Solutions/Bridging Divides Outcome Report

Strategy: Identify community initiatives that unite us and create opportunities for the east and west sides to come together around common goals

ACTIONS

- Serve as board member on the Poplar Grove Community Council
- Generate programming to cross city boundaries
- Work with community partners in programming efforts that will involve the whole community
- Work with other outcome leads in programming efforts that will involve the whole community

EXAMPLES

- ¡Viva Frida!
- Chapman outdoor summer film series
- Bee Storytime with Early Literacy
- 350.org and the I Matter March
- Take It For Granted with Exploring New Ideas (this February and March)
- Growing a Garden City with Enjoying Life (ongoing)



Local Solutions/Bridging Divides Outcome Report

Strategy: Promote and market library activities and programs across the divide

ACTIONS

- Identify and execute programs that have citywide appeal
- Work with other outcomes to promote similar programs executed by their outcome charge
- Coordinate and execute programs with outside partners that have citywide appeal
- Advocate for hosting of programs and events at west side locations

EXAMPLES

- Viva Frida! and West side hosts Mestizo Coffee house and Art Access
- Growing a Garden City
- Olympic program
- Chapman outdoor summer films



Local Solutions/Bridging Divides Outcome Report

Strategy: Encourage opportunities for telling of personal stories to emphasize how we are alike and to honor our differences

ACTIONS

- Working with Community Writing Center on the Salt Lake Teens Write program
- I Love Salt Lake project with film and city residents input

EXAMPLES

- Filming key city figures in politics, arts, education, sports and society answering pointed questions about the city and its culture, architecture and neighborhoods that testify to the varied experiences of Salt Lake City residents



Local Solutions/Bridging Divides Outcome Report

Strategy: Use the website to encourage co-created community content

ACTIONS

- Encourage partner organizations to post events, programs, endeavors on the Library's calendar
- Designing schemes to elicit public response on Library website

EXAMPLES

- I Love Salt Lake project
 - Patrons respond online to questionnaire, view others responses, and generate discussions

METRICS

- Number of website visits and responses to I Love Salt Lake project



Local Solutions/Bridging Divides Outcome Report

Strategy: Create buzz about new Marmalade and Glendale branches

ACTIONS

- Seek opportunities with Glendale and Marmalade area partners and organizations to optimize discussion and information dissemination concerning new branches
- Work with Communications and branch development teams to find area venues among partners to publicize new branch progress and evolution

EXAMPLES

- Poplar Grove Community Council meeting with director
- Planning in concert with interested parties groundbreaking events and activities (under development)
- Creating update mechanisms with Communications for these communities to stay up to date with project progress (under development)
- Ensuring staff is up to date on project developments by working with project development teams and Communications department (under development)



Local Solutions/Bridging Divides Outcome Report

Challenges

- Vagueness among staff that Bridging Divides equates with diversity
- Potential for patrons to get bored by large number of programs centered on environment and conservation issues
- Limited number of partners seeking promotion of their events
- Serving as a catalyst for local enterprise and buy local first initiative
- Knowing of potential partners
- Library's carbon footprint tied into existing lighting, heating and AC systems
- Lack of venues on west side to hold larger gatherings

