



**The monthly meeting of the Salt Lake City Public Library Board of Directors
was held on Thursday, February 16, 2012, at the Main Library, 210 East 400 South.**

Those in Attendance

Kevin Werner, President; Ella Olsen, Vice-President; Mark Alvarez; Emilie Charles; Luana Chilelli; Hugh Gillilan; Hikmet Loe; Linda Hamilton, Transitional Director; and Tommy Hamby, notetaker. Also in attendance were additional staff: Shelly Chapman, Human Resources Manager; Deborah Ehrman, Associate Director; Julianne Hancock, Communications Manager; Patty Steed, Associate Director; and Paul Nielson, City Attorney. Board member Elizabeth Gupta was excused.

I. CALL TO ORDER

The meeting was called to order at 3:32 p.m.

Werner opened the meeting with a tribute to Board member Ila Rose Fife who passed away on February 15, 2012.

This is a sad week for the Library and community. Ila Rose Fife, a member of this Board for the past six years, passed away this week. Like many of you, I first met Ila when I joined the Board two years ago. Ila was passionate for her community and was a driving force for the Glendale Library in its early stages. I got to know Ila on a more personal level over the past year through lengthy telephone conversations and in driving her home after Board functions. She was extremely kind in sharing her considerable experience on the school board and on our Board. After one of our committee meetings last year, she gave me a large folder from her school board days on how to be an effective board member. She shared many of those lessons with me through her own experience advocating strongly for improving representation for her west side community. She was so passionate about this, that we talked just a couple weeks ago about finding a successor for her from Glendale for this Board. While I sincerely hope that we can do that, I am sadly convinced that we will not be able to replace Ila's presence on this board. Godspeed Ila...you are in our thoughts!

Alvarez and Gillilan shared memories of working with Ila Rose Fife and expressed their gratitude for her years of service.

II. APPROVAL OF MINUTES – 00:03:44

Ella Olsen moved that the minutes of the regular Board meeting held on January 19, 2011 be approved as written. Luana Chilelli seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND PUBLIC COMMENT – 00:04:07

No public comment given.

IV. BOARD PRESIDENT'S REPORT – 00:04:22

Werner met with the Friends of The City Library to discuss the upcoming permanent director search; the Friends expressed their enthusiasm for the Library. March's Board meeting will be on March 22, 2012 (the fourth Thursday of the month, rather than the third); Werner and Loe will be in Philadelphia attending the annual Professional Library Association conference. There may also be a special Board meeting in the April timeframe to discuss the permanent director search. Werner will be working with the Mayor's office and City Council to fill the vacancy left by Ila Rose Fife. The strategic plan extension discussion on the agenda will be postponed until next month.

V. LIBRARY DIRECTOR'S REPORT – 00:07:19

Hamilton gave a report to the Board on Library activities. She has been working with City finance department to review and prepare the Library's budget, to interview finance manager candidates and to address other budget-related issues. Hamilton would like to implement a purchasing card system for employees who regularly make purchases for the Library in an effort to improve efficiency and control; the system may be managed by the City. The Library is pursuing an agreement with Jill Carter for the Library's compensation study. Salt Lake City Engineering department will be drafting the contract for architectural services for the Glendale branch. The Library Environment Task Force has been meeting with various City and County agencies and developing a collaborative approach to providing outreach and services to patrons who otherwise might not have access to necessary resources. Hamilton will be asking the Board to clearly identify Library employees as "at-will," or whether the Library must provide due process prior to termination. Hamilton recommends the latter. The Library is getting ready to select a vendor to provide core management training. Some internet providers blacklisted Library emails, but the issue has been resolved.

VI. BUILDINGS AND GROUNDS REPORT

Report on the Glendale Branch – 00:18:40

Werner reported that the Steering Committee has been active in selecting the architect for Glendale.

Selection Committee Designation and Charter – 00:19:20

Ella Olsen moved that The Library Board ratifies the designation of the currently constituted Glendale Steering Committee as the selection committee for architectural/engineering services in accordance with the provisions of the Utah Procurement Code. The Board further ratifies the actions of the Glendale Steering Committee as the selection committee from the time of its inception to the present. The selection committee is authorized to select an architectural firm for the Glendale Library project according to the criteria published in the request for proposals subject to contract negotiations with the library administration. The selection committee is further authorized to provide input to the architect, approve schematic design, engage with the community, notify the board of concerns, select contractors and consultants required for building project subject to contract negotiation with the library administration, and approve the library program. The selection committee's members are appointed by the Board President, but its powers, term and composition are not otherwise subject to the restrictions of Article IV of the Salt Lake City Public Library Board of Directors Bylaws. Hugh Gillilan seconded the motion, which passed unanimously.

Report on the Marmalade Branch – 00:21:39

Ella Olsen reviewed the Marmalade steering committee's building recommendation. The letter of intent does not require action by the Board. The Steering Committee has been meeting with the Redevelopment Agency and is in the process of drafting a memorandum of understanding.

VII. FINANCE REPORT

Financial statements reviewed – 00:22:35

Shelly Chapman reviewed the January 2012 financial statements and current month's expenditures. Finance manager candidates will be interviewed next week. The capital improvements budget line is currently under spent, this is due to the upcoming expenditure for

upgrading RFID technology. The Board Finance Committee will need to meet between the February and March Board meetings.

January financial statements approved – 00:28:23

Luana Chilelli moved that the financial statements of cash receipts and disbursements for January 2012 be approved and filed for audit. Ella Olsen seconded the motion, which after full review, passed unanimously.

Chase Bank checks approved – 00:28:37

Luana Chilelli moved that Chase Bank checks dated February 16, 2012 numbered 22934 to 23079 in the amount of \$672,146.27 be approved for payment. Hugh Gillilan seconded the motion, which after full review, passed unanimously.

Wells Fargo Bank checks written during January acknowledged – 00:29:03

Luana Chilelli moved that Wells Fargo checks written during the month of January 2012 numbered 6963 to 7009 in the amount of \$20,315.57 be acknowledged by the Board. Hugh Gillilan seconded the motion, which after full review, passed unanimously.

VIII. STRATEGIC PLAN/OPERATIONS REPORT – 00:30:16

Patty Steed reported on Library activities and programs. Library Outcome Lead Safi Safiullah and The City Library received an award from the Salt Lake Interfaith Roundtable in recognition of Safiullah's work on the Pluralism Conference, which took place at the Main Library in September 2011. The Community Writing Center (CWC) was awarded the 2012 Innovation of the Year for the Salt Lake Teens Write program. The CWC acknowledged Library Outcome Lead Howard Brown and his team for their service to that program. The Main Library hosted 24 Sundance Films. Steed thanked Event Services, Maintenance staff and Welcome Desk Staff for their work.

Dashboard/Personnel Changes Reviewed – 00:33:29

Hancock presented the monthly dashboard, which now includes circulation statistics. The American Advertising Federation of Utah has awarded the Library's website (slcpl.org) with an award. Chapman presented the personnel changes.

IX. OLD BUSINESS – 00:34:50

No New Business.

X. NEW BUSINESS – 00:34:54

Library Travel Policy – 00:35:03

Mark Alvarez moved to adopt the new Library travel policy. Luana Chilelli seconded the motion, which after some discussion passed unanimously.

Records Retention Policy – 00:36:04

Ella Olsen moved to adopt changes to the Library's Records Retention Policy. Luana Chilelli seconded the motion, which after some discussion passed unanimously.

Internet Filtering Policy Discussion – 00:39:09

Hancock reviewed the Internet Filtering Policy change recommendation, which will require a public hearing and action by the Board at March's Board meeting. The proposed changes to The City Library's *Reference 14: Internet Access Policy* would amend the policy to:

- Allow the use of a technology protection measure on all “publicly accessible computers with Internet access that is designed to block or filter visual depictions that are child pornography, harmful to minors, or obscene as defined by state and federal statutes.”
- Authorizes The City Library, to the extent practical, to “promote the safety and security of users of the City Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications, and to restrict the access of minors to materials harmful to minors.”
- Designates parents and legal guardians to be “ultimately responsible for monitoring their minor child’s access to the City Library’s computers and the resources available on the Internet.”

There was brief discussion that included a question from Alvarez about potential arguments against the proposed filtering policy. Werner commented that the Seattle Public Library recently had an incident where the *Seattle Times* editorialized in favor of their non-filtering policy. Werner will send this information to the board.

Strategic Plan Extension Discussion – 00:44:48

Postponed.

Permanent Director Search Process – 00:44:52

Werner reviewed the permanent director search process. He is requesting that Board members provide feedback by February 27, 2012. Hamilton will be requesting feedback from staff members as well. There may be a special Board meeting in April to discuss qualities that Board members think the director should have, which will be facilitated by Deputy Director Karen Okabe.

XI. OTHER – 00:51:42

Charles and Gillilan are working on Board procedures and will be seeking advice from Board attorney Paul Nielson. Nielson recommended that the Board consider finding a representative to lobby on behalf of the Library with respect to legislative issues that may affect the Library.

XII. ADJOURN 00:54:55

Ella Olsen moved to adjourn the meeting. Hikmet Loe seconded the motion, which passed unanimously. The meeting adjourned at 4:25 p.m.

NEXT MEETING

The next regular meeting of the Salt Lake City Public Library Board of Directors is scheduled on a special day; Thursday, March 22, 2012, 3:30 p.m. at the Main Library, 210 East 400 South.