

**The monthly meeting of the Salt Lake City Public Library Board of Directors was held on a special day, Thursday, March 22, 2012 at the Main Library, 210 East 400 South.**

**Those in Attendance**

Kevin Werner, President; Ella Olsen, Vice-President; Elizabeth Gupta, Secretary; Mark Alvarez; Emilie Charles; Luana Chilelli; Hugh Gillilan; 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 Hikmet Loe was excused.

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

Ella Olsen moved that the minutes of the regular Board meeting held on February 16, 2012 be approved as written. Hugh Gillilan seconded the motion, which passed unanimously.

**III. PUBLIC HEARING – PUBLIC INTERNET ACCESS FILTERING**

No public comment given.

**IV. COMMUNICATIONS AND PUBLIC COMMENT**

No public comment given.

**V. BOARD PRESIDENT'S REPORT**

The closed session at the end of the meeting will be moved to the Building and Grounds portion. Werner and Loe attended the Public Library Association (PLA) annual conference in Philadelphia, where they received valuable information on the upcoming director search process. Karen Okabe will facilitate a special Board meeting to discuss the desired attributes of the permanent Director on Friday, April 6, 2012 2:30 – 4:30 p.m. in the Main Library Boardroom. The Board will consider extending the current strategic plan when they approve the FY 2012-13 budget at April's regular meeting.

Gillilan has agreed to chair the nominating committee, with Chilelli and Loe as members who will have their recommendation in May.

Werner, Gillilan, Hamilton, Ehrman and Steed met with the Salt Lake City Police Department (SLCPD) regarding the MOU that the Board approved in November 2011. It was determined that instead, Library policies would be developed to address situations and manners of interaction between the Library and the SLCPD.

Werner commended Hamilton on the work she has done in her short time at the Library. All of the tasks that the Board has assigned have been completed or are underway. The Board will forego a formal evaluation in light of the fixed length of her position and will instead poll Board members for tasks to complete over the next six months and feedback.

**VI. LIBRARY DIRECTOR'S REPORT**

Hamilton gave a report to the Board on Library activities. The Library will be contracting with the City to make use of their financial information system and IT services.

Hamilton has worked with the leadership team to update the Library's Administrative Policies. The Board will vote to consider adopting the changes at April's regular Board meeting.

The Board received the Volunteers of America (VOA) approved proposal to address Library patrons who might be dealing with substance abuse, mental health, and homeless issues. They will be placing one lead outreach worker, one outreach worker, and one peer specialist at the Main and Sprague libraries. They will begin the first week of April. VOA will also be providing crisis intervention training to Library staff to supplement the training received by the SLCPD.

Hamilton wanted to "borrow" some of the property tax rate from the Capital Budget to meet with some one-time needs in the Operating Budget. Hamilton met with the City's financial advisor to get a bond debt payment schedule to ensure that was feasible and it was. The combined payments will be roughly \$880,000 annually beginning in fiscal year 2013-14. Given the ongoing property tax revenue generated, that will leave about \$140,000 annually for operating expenses for each branch.

Occupy Salt Lake will be moved from the Gallivan Center to east edge of Library Square. Their City permit will severely restrict the activities that can take place.

The compensation survey has begun; all employees have been asked to complete a Position Analysis Questionnaire, which will become the basis for new job descriptions. Once that is complete, the Library's salaries and benefits will be compared to the market.

The Board can move money around within the Library budget to address unexpected needs without going to the City Council.

Hamilton thanked the entire ELT for their contribution in completing the FY 2012-13 budget.

## **VII. BUILDINGS AND GROUNDS REPORT**

### **Glendale Branch Library Update**

Gupta announced that the Glendale Steering Committee has selected Architectural Nexus to provide architectural services for the design and construction of the new Glendale Branch Library. The Steering Committee is looking forward to the pre-design phase and continued community involvement.

## **CLOSED SESSION**

Elizabeth Gupta moved to close the meeting in keeping with Utah Code § 52-4-204 and § 52-4-205 to discuss a real estate matter. Luana Chillelli seconded the motion, which passed unanimously. The Closed Session of the Salt Lake City Public Library Board of Directors Meeting was held on March 22, 2012 at 3:59 p.m. in the Main Library Boardroom, 210 East 400 South, Salt Lake City, Utah.

Emilie Charles moved to reopen the meeting at 4:21 p.m. Luana Chillelli seconded the motion, which passed unanimously.

Ella Olsen moved to respectfully decline the offer to buy Library-owned property and to authorize listing the property for \$180k. Hugh Gillilan seconded the motion, which passed unanimously.

### **Marmalade Branch Library Update**

Olsen introduced Ed Butterfield of the Redevelopment Agency of Salt Lake City (RDA), with whom the Marmalade Steering Committee has been working to develop the memorandum of understanding (MOU), which was approved by the RDA Board on March 20, 2012. The MOU establishes the terms and conditions for the sale of property at approximately 250 West and 500 North; a parcel where the new Marmalade Branch Library will be built. It also defines the

obligations for development of the entire site, both for the SLCLPL and the RDA. The Board will vote to approve the MOU at the special Library Board Meeting on April 6, 2012.

### **Selection Committee Designation and Charter**

Ella Olsen moved that the Library Board establish a Library Design Team-Selection Committee (LDT-SC) to evaluate RFQ/RFP submissions and select architectural/engineering services for the Marmalade Branch Library in accordance with the provisions of the Utah Procurement Code, under the guidance set out in the Library/RDA Memorandum of Understanding. The LDT-SC is authorized to select an architectural firm for the Marmalade Branch Library project according to the criteria published in a Request for Proposal (RFP) and subject to contract negotiations with the library administration. The LDT-SC members are appointed by the Library 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. The LDT-SC will be comprised of two Redevelopment Agency (RDA) representatives, who will be selected by the RDA. The remainder of the committee will be selected by the Library Board. Emilie Charles seconded the motion, which passed unanimously.

## **VIII. FINANCE REPORT**

### **Financial statements reviewed**

Shelly Chapman reviewed the February 2012 financial statements and current month's expenditures. Van Tran, the new finance manager begins work at the Library on March 26, 2012. Werner thanked Chapman for filling in while this position was vacant. The rebate from PEHP will be included as operating revenue in April's financial report.

### **February financial statements approved**

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

### **Chase Bank checks approved**

Luana Chilelli moved that Chase Bank checks dated March 22, 2012 numbered 23080 to 23215 in the amount of \$490,408.25 be approved for payment. Ella Olsen seconded the motion, which after full review, passed unanimously.

### **Wells Fargo Bank checks written during February acknowledged**

Luana Chilelli moved that Wells Fargo checks written during the month of February 2012 numbered 7010 to 7062 in the amount of \$6,946.75 be acknowledged by the Board. Hugh Gillilan seconded the motion, which after full review, passed unanimously.

### **FY 2012-13 Budget**

Hamilton presented the first draft of the FY 2012-13 budget to the Board for their review and thanked the ELT and Andrew Shaw for their contributions. The final draft will be presented to the Board for their approval at April's regular Board meeting. Board members should direct questions to Hamilton and the Finance Committee, which will meet to review the budget and resolve any issues.

### **FY 2011-12 Budget Adjustment**

Hamilton requested that the Board approve an adjustment to the FY 2011-12 budget to accommodate technical equipment purchases and professional and technical services. Ella Olsen

moved to approve the budget adjustment request. Luana Chilelli seconded the motion, which passed unanimously.

#### **IX. STRATEGIC PLAN/OPERATIONS REPORT**

Deborah Ehrman reported on Library activities and programs that took place at the Library in February. The Early Literacy outcome hosted the 10<sup>th</sup> Annual No Strings Attached Puppet Festival, which had more than 1500 attendees and received positive press coverage. The Enjoying Life outcome hosted noted travel author and host Rick Steves; Ehrman thanked the Friends of The City Library for their generous support of this program. The Exploring New Ideas outcome hosted Arun Gandhi and over 350 attendees. Nine staff members and two Board members attended the PLA annual conference in Philadelphia.

#### **Dashboard/Personnel Changes Reviewed**

Hancock presented the monthly dashboard. Chapman presented the personnel changes.

#### **X. OLD BUSINESS**

##### **Internet Filtering Policy**

Ella Olsen moved to adopt the changes to REF14 Internet Access Policy, which is attached to these minutes. Elizabeth Gupta seconded the motion, which, after some discussion, passed unanimously.

##### **Permanent Director Selection Procedure**

Ella Olsen moved to approve the Permanent Director Selection Procedure. Elizabeth Gupta seconded the motion. After some discussion, the Board unanimously decided to support, rather than officially approve, the Permanent Director Selection Procedure. The Board supported the procedure unanimously.

##### **Strategic Plan Extension**

The Board will consider extending the current strategic plan when they approve the FY 2012-13 budget at April's regular Board meeting.

#### **XI. NEW BUSINESS**

##### **Board Procedures**

Charles and Gillilan developed a draft of the Board Procedures, which was reviewed by Paul Nielson, the executive committee and Hamilton.

Elizabeth Gupta moved to adopt sections one through four of the Board Procedures. Luana Chilelli seconded the motion, which, after some discussion, passed unanimously.

##### **Library Policy Changes**

The Board reviewed changes to the following Library policies: Administrative (ADM1-5), Circulation Services (CIR2, 5, 6, 8, 13), Communications (COM5 and 6) and Reference (REF15).

Ella Olsen moved to approve the changes to CIR2, CIR5, CIR6, CIR8 and CIR13. Luana Chilelli seconded the motion, which passed unanimously.

Hugh Gillilan moved to adopt the changes to COM5. Luana Chilelli Seconded the motion. After some discussion, Kevin Werner moved to table the discussion, Charles seconded; which, passed unanimously.

Emilie Charles moved to adopt the removal of REF15 from Library policy. Ella Olsen seconded the motion, which passed unanimously.

The Board will consider a motion to adopt the changes to the Administrative (ADM1-5) and Communications (COM5 and 6) policies at the regular Board meeting in April.

## **XII. OTHER**

The Board discussed the next steps for considering new Board members. Werner is seeking applications and reviewing résumés. Werner has distributed an announcement to the Board and City Council that there is a vacancy on the Board. Ultimately, the Mayor will be making the appointment, subject to City Council confirmation.

## **XIII. ADJOURN**

Hugh Gillilan moved to adjourn the meeting. Ella Olsen seconded the motion, which passed unanimously. The meeting adjourned at 5:43 p.m.

## **UPCOMING SCHEDULE**

There will be a special Board meeting to discuss the desired attributes of the permanent Director on Friday, April 6, 2012 2:30 p.m. in the Main Library Boardroom, 210 East 400 South.

The next regular meeting of the Salt Lake City Public Library Board of Directors is scheduled on a special day; Thursday, April 26, 2012, 3:30 p.m., Main Library Boardroom, 210 East 400 South.