

**The monthly meeting of the Salt Lake City Public Library Board of Directors
was held on a special day, Thursday, April 26, 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; Hugh Gillilan; Hikmet Loe; Linda Hamilton, Transitional Director; and Tommy Hamby, notetaker. Also in attendance were additional staff: Shelly Chapman, Human Resources Manager; Patty Steed, Associate Director; Van Tran, Finance Manager; and Paul Nielson, City Attorney. Board members Luana Chilelli, Elizabeth Gupta and Ella Olsen were excused.

I. CALL TO ORDER

The meeting was called to order at 3:32 p.m. Werner noted the suicide that took place at the Main Library today and gave his condolences and appreciation to staff for their professionalism.

II. APPROVAL OF MINUTES

Hugh Gillilan moved that the minutes of the regular Board meeting held on March 22, 2012 be approved, with an addition of "sections one through four of" to the motion made by Gupta under New Business, Board Procedures. Hikmet Loe seconded the motion, which passed unanimously. Hikmet Loe moved that the minutes of the special Board meeting held on April 6, 2012 be approved as written. Mark Alvarez seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND PUBLIC COMMENT

No public comment given.

IV. BOARD PRESIDENT'S REPORT

Werner thanked the Board for accommodating his schedule to change the date of April's regular Board meeting. Werner has spoken with a few Board member candidates. The Director Selection Committee will have their first meeting in the next two weeks.

V. LIBRARY DIRECTOR'S REPORT

Hamilton has requesting that some aspects of the performance audit be refocused. The job announcement for the director has been drafted. Staff are working on updating various Library policies. Library administration is evaluating other partnerships with the City that may be mutually beneficial. The employee handbook revision will be complete by June. The Volunteers of America have been training staff on de-escalation techniques. The three full time outreach staff will begin working in the Library by May 14, 2012. Some Board members have been interviewed by the auditors of the performance audit. There will be three staff focus groups on May 8 and May 9, 2012. The purchasing card implementation will begin by June 1, 2012.

Library Policy Change – B2: Financial Transactions

Hamilton introduced Van Tran, the Library's new Finance Manager. Emilie Charles moved to adopt the changes to the Library's Financial Transactions Policy. Hikmet Loe seconded the motion, which passed unanimously.

VI. BUILDINGS AND GROUNDS REPORT

Glendale Branch Library Update

Patty Steed gave an update on the Glendale Branch. There will be three community outreach events regarding the Glendale Library design on May 10, May 19 and June 14, 2012 at the Sorenson Unity Center, 1383 South 900 West, Salt Lake City, Utah. The steering committee will meet on May 1, 2012.

Marmalade Branch Library Update

Hamilton reported that the Request for Qualifications for Marmalade will be released soon. Hamilton reviewed the tentative schedule for the Request for Qualifications and Request for Proposals process for architectural services.

VII. FINANCE REPORT

Financial statement reviewed

Van Tran reviewed the Library's March financial report. Tran reviewed the progress that the financial services department has made to correct the audit deficiencies from FY 2011-12 that the Library's financial auditors reported.

FY 2012-13 Budget

Hamilton presented the final draft of the FY 2012-13 budget to the Board for their review and thanked the ELT and the Communications Department for their contributions. Hamilton, Tran and Werner will present the budget to the City Council on Tuesday, May 3, 2012.

Hugh Gillilan Moved to approve the FY 2012-13 budget. Hikmet Loe seconded the motion, which passed unanimously.

VIII. STRATEGIC PLAN/OPERATIONS REPORT

Patty Steed reported on Library activities and programs that took place at the Library in March and upcoming programs April. Jeff Lieberman presented a program at the Library on April 13, 2012. The Library participated in World Book Night on April 21, 2012 and distributed free books to the YWCA and Highland High School. Bryan Sykes will be presenting at the next Author's Live at Main on April 27, 2012. Management and de-escalation training is going well. Steed distributed information about the summer reading program. The Friends of The City Library had another successful book sale on April 13-17, 2012. The Library will have a booth at the Utah Pride Festival in June and staff will march in the parade. Board members are invited to participate.

Dashboard/Personnel Changes Reviewed

Chapman presented the monthly dashboard and the personnel changes.

IX. OLD BUSINESS

Library Policy Changes

A1-5

Hugh Gillilan moved to adopt the updated Library's Administrative Policies, which were presented at March's Board meeting, Hikmet Loe seconded the motion, which passed unanimously.

COM5: SLCPL Website Terms & Conditions

Mark Alvarez moved to adopt the updated Library's Communications Policies, which were presented at March's Board meeting. Hikmet Loe seconded the motion, which passed unanimously.

COM9: Social Media Policy

Hikmet Loe moved to adopt the updated Library's Communications Policies, which were presented at March's Board meeting. Hugh Gillilan seconded the motion, which passed unanimously.

Strategic Plan Extension

The Board will consider a motion to extend the Strategic Plan for one year at May's regular Board meeting.

X. NEW BUSINESS**Library Policy Change****HR1: Due Process Policy**

Hamilton recommends that the Board adopt a due process policy. The Director will continue to serve "at will." The Board will consider a motion to adopt this policy at May's regular Board meeting.

XI. OTHER

Paul Nielson alerted that the planning commission did not meet to discuss Library Square signage. The City and the Library participated in the Great Utah Shake out. Nielson recommends that the Library continue to participate in this yearly event and develop a comprehensive emergency evacuation plan. Administration is working with the Maintenance Department to update the evacuation procedures.

XII. ADJOURN

Hugh Gillilan moved to adjourn the meeting. Hikmet Loe seconded the motion, which passed unanimously. The meeting adjourned at 4:20 p.m.

UPCOMING SCHEDULE

The next regular meeting of the Salt Lake City Public Library Board of Directors is scheduled on Thursday, May 17, 2012, 3:30 p.m., at the Utah State Library, 250 North 1950 West