

The monthly meeting of the Salt Lake City Public Library Board of Directors was held on Thursday, May 17, 2012 at the Utah State Library, 250 North 1950 West, Salt Lake City, Utah.

Those in Attendance

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

I. CALL TO ORDER

The meeting was called to order at 3:33 p.m. Werner thanked the Utah State Library for hosting May's Board Meeting.

II. APPROVAL OF MINUTES

Ella Olsen moved that the minutes of the regular Board meeting held on April 26, 2012 be approved as written. Hugh Gillilan seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND PUBLIC COMMENT

No public comment given.

IV. UTAH STATE LIBRARY INTRODUCTION

Donna Jones Morris, Utah State Library Director, introduced two program managers: Lisa Nelson program manager for the Library for the Blind and Disabled and Craig Nielson, program manager for Library resources, who explained some of the services that the Utah State Library (USL) provides. Jones Morris thanked the Board for coming to the USL and for their service to the Library. She congratulated the Board on passing the Internet Filtering Policy. Jones Morris distributed information about the Utah State Library and the services they provide. Jones Morris gave a brief tour of the USL website (library.utah.gov) and encouraged the Board to familiarize themselves with it. Jones Morris invited the Board to any of the trainings that USL provides. Werner thanked Jones Morris for her help to the Board and her continued support in the upcoming Director search.

V. BOARD PRESIDENT'S REPORT

- Director Evaluation: Draft with executive committee; will circulate to full Board for input before meeting with Hamilton later this month.
- Board vacancy: Werner and Olsen met with the David Everitt and Holly Hilton of the Mayor's office to advise them on the people who they have met with and what their thoughts are (priorities for representation from Glendale and Sugarhouse, expertise with finance and budgeting, and diversity).
- Search committee: Started meeting; recruitment starting soon. Werner will provide updates at future Board meetings. Recruitment materials have been distributed to the Board.
- Mayor's office asked Werner and Olsen: (1) to clarify the Library's petition policy (Werner thinks they just need a copy of our current policy) and (2) consider evaluating the feasibility of providing street facing access for businesses in the Main Library along 400 South.

VI. LIBRARY DIRECTOR'S REPORT

- Hamilton has been working with the Board search committee to develop the job announcement and recruitment brochure. The Library will have a recruitment booth at the ALA conference; Julianne Hancock, Kevin Werner and Ella Olsen will be in attendance.
- Hamilton and Tran presented the proposed fiscal year 2012-13 budget to Mayor Becker on April 27th and to the City Council on May 1st.
- The Library's budget adjustment will be presented to the Council in a work session on May 22nd; the public hearing will be on June 5th with final approval on June 12th.
- Salt Lake City's grant writing department will be watching for Library grants at no charge. This is another example of the City's goodwill towards the Library.
- The Executive Leadership Team met with the entire leadership team on May 3rd. The director selection process was outlined and up to three managers have been invited to participate in the application banding process or the telephone interview process.
- Both the compensation and performance audit studies are in full swing. Shelly Chapman, Human Resources Manager, is working closely with Jill Carter on the compensation study. The consultants on the performance audit have been to town twice. The week of May 7th they visited all the branches, conducted two focus groups with employees, conducted one focus group with managers, and Hamilton had a working lunch with them. The auditors have encouraged the Glendale and Library Steering Committees to be thinking about efficient workflow as they are designing the new libraries.
- The Purchasing Card system implementation has been pushed back to July 1, 2012.

VII. BUILDINGS AND GROUNDS REPORT

Glendale Branch Library Update

Elizabeth Gupta gave an update on the Glendale Branch. Gupta thanked Patty Steed for her work on managing the project. The Glendale Selection Committee has been meeting with the architects from Architectural Nexus to review the programming, discuss the values that will guide the design of the building, and plan community outreaches. The discussions have centered largely on sustainability and flexibility. The committee and architects have completed one of the three community outreaches. The committee is looking at ways to increase engagement with all stakeholders in the community. Gupta expressed gratitude for the work and commitment of the entire committee. The next community outreaches will be Saturday, May 19 and Thursday, June 14, 2012 at the Sorenson Unity Center, 1383 South 900 West. The Library Communications Department is working on placing a sign on the property. Werner suggested that Architectural Nexus make a presentation to the Board at an upcoming meeting on their progress and plans.

Marmalade Branch Library Update

Ella Olsen gave an update on the Marmalade project. The Request for Qualifications has been posted. Interested parties must submit their portfolios of qualification by Thursday, May 24, 2012, 2:00 p.m. The selection committee will review the portfolios and create a shortlist of firms that will be invited to submit technical proposals.

VIII. FINANCE REPORT

Financial statement reviewed

Van Tran reviewed the Library's April financial report.

Budget Transfer Request

Tran asked the Board to approve a Budget transfer request to support outstanding contractual agreements, travel, and Board development expenses for the remainder of the fiscal year so the Library can continue to conduct operations in a manner consistent with professional business practices.

Hikmet Loe moved to approve the budget transfer request. Luana Chilleli seconded the motion, which after some discussion, passed unanimously.

IX. STRATEGIC PLAN/OPERATIONS REPORT

Deborah Ehrman reported that the Library will be launching summer reading for children, teens, and adults in June. Author Helen Dennis will be speaking at the Main Library on Friday, May 18, 2012 at a program titled, "The New Retirement: a unique time for professional women." Charles Mann, author of "1491: new revelations of the Americas before Columbus" and "1493: uncovering the new world Columbus created" will be speaking at the Main Library on Thursday, May 31, 2012 at 7:00 p.m. Howard Brown, program manager of Local Solutions/Bridging Divides, hosted a well-attended Youth Job Fair at the Main Library on Monday, May 3, 2012. Brown retired from the Library on April 26, 2012. Joe Kurmaskie, author of "Metal Cowboy" and other books about bicycling will participate in a bike ride with the Mayor on June 2, 2012 starting from Library Square at 10:00 a.m. Kurmaskie will be speaking at the Main Library on Monday, June 4, 2012 at 7:00 p.m. The Library participated in Water Week with programs at all City Libraries; a crocheted hyperbolic coral reef is on display in the Browsing Library at Main through May 31. The Enjoying Life outcome is hosting gardening programs; staff and volunteers have begun work in a community garden. The ELT received a proposal from the Circulation Department to move the Call Center, which is currently housed on level three, to the staff area of the Circulation department on level one.

Dashboard/Personnel Changes Reviewed

Julianne Hancock presented the monthly dashboard and the personnel changes.

X. OLD BUSINESS

Library Policy Change

HR1: Due Process Policy

Hugh Gillilan moved to adopt the changes to the Library's HR1 Policy defining the employees as "due process." Luana Chilleli seconded the motion, which passed unanimously.

Strategic Plan Extension

Ella Olsen moved to extend the Library's strategic plan through FY 2012-13. Elizabeth Gupta seconded the motion, which after some discussion, passed unanimously.

XI. NEW BUSINESS

Library Policy Updates

CS1.2: Electronic Mail and CS6: Library Employee Electronic Communication

Hancock explained the suggested changes to the Library's email policy. She recommends that the email policy be taken out of CS1.2 to a new section, CS6. Library administration will be working with the employees to develop the procedures of the policy. The Board will consider a motion to adopt the changes at June's regular Board meeting.

Nomination Committee Report

Hugh Gillilan gave the nomination committee report. They have nominated Kevin Werner to serve a second term as President of the Board, nominated Emilie Charles for a first term as Vice-President, and nominated Elizabeth Gupta for a second term as Secretary. The Board will vote at June's regular Board meeting. Werner thanked the committee for their nominations and informed the Board that he may be absent in the next year due to work commitments.

Director Search Recruitment Documents: Discussion & Straw Poll

The Board reviewed and discussed the Director job announcement and recruitment materials that provide information about the Library and Salt Lake City. Communications will be setting up a website for the search at www.slcppl.org/Directorsearch. Recruitment materials will be distributed at the American Library Association Conference in June.

The Board agreed to four changes in the recruitment documents including (1) a clarification of the minimum education qualifications to a Bachelors degree in any field; (2) including the closing date of July 30, 2012; (3) de-emphasizing Library innovator, and generalize to a proven history of innovation in any sector; and (4) to include information about the Library staff in the "about the Library" section. Werner straw polled the Board; all voiced their support for the recruitment documents with the above changes. Hikmet Loe will review the changes.

XII. OTHER

None.

XIII. ADJOURN

Hugh Gillilan moved to adjourn the meeting. Luana Chilleli seconded the motion, which passed unanimously. The meeting adjourned at 4:57 p.m.

UPCOMING SCHEDULE

The next regular meeting of the Salt Lake City Public Library Board of Directors is scheduled on a special day: Thursday, June 28, 2012, 3:30 p.m., Main Library Boardroom, 210 East 400 South.