

The monthly meeting of the Salt Lake City Public Library Board of Directors was held on a special day and time, Thursday, June 28, 2012 at 4:00 p.m., Main Library Boardroom, 210 East 400 South, Salt Lake City, Utah.

Those in Attendance

Kevin Werner, President; Ella Olsen, Vice-President; Elizabeth Gupta, Secretary; 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; Van Tran, Finance Manager; and Paul Nielson, City Attorney. Mark Alvarez, Emilie Charles and Luana Chillelli were excused.

I. CALL TO ORDER

The meeting was called to order at 4:02 p.m. Due to a lack of quorum at the beginning of the meeting, some of the agenda items were postponed until a quorum was present.

II. COMMUNICATIONS AND PUBLIC COMMENT

No public comment given.

III. BOARD PRESIDENT'S REPORT

- Director Evaluation: Draft with executive committee; will circulate to full Board for input before meeting with Hamilton later this month.
- On behalf of the Library and Board, Werner thanked Mark Alvarez for his service and noted his accomplishments while on the Board. Werner hoped that Alvarez would continue to support and be involved with the Library. Alvarez's term expires on June 30, 2012.
- Mayor Becker has forwarded two nominations to the City Council for the Board: Pete Giacoma and Denise Thornhill. Werner thanked Mayor Becker for nominating these qualified members of the community and looks forward to working with the Council and welcoming Giacoma and Thornhill to the Board.
- The Library hosted a booth at the American Library Association meeting in the placement center for director recruitment. Werner thanked Julianne Hancock and Shelly Chapman for organizing and running the booth. Werner met with several well qualified people who have interest in applying for the director position. Recruitment ends on July 30, 2012. The search committee will continue to meet and will present finalists to the Board in the early fall.
- The Board will discuss changing their standing meeting time (Action item: Tommy: Could you poll the Board to find the best standing meeting time. Might make sense to wait for Council action on the two new nominees).

IV. LIBRARY DIRECTOR'S REPORT

- The City Council approved the Library Budget.
- Councilmember Charlie Luke approached the Library to partner on anti-bullying initiatives.
- The Leadership team met today to address some concerns about the culture of the Library.
- Implementation of the new financial system will be postponed until July 1, 2013.
- The performance auditors would like to present their findings to the Board on July 17, 2012 at 2:00 p.m. The auditors will also make a presentation to the City Council and Library employees.

- The Library will begin using the City Information Management Services on July 1, 2012. Bill Haight, Chief Information Officer will review the memorandum of understanding between the Library and City with the Board.
- Purchasing card system will be implemented mid-July 2012.
- Volunteers of America have been interfacing well with Library staff and patrons. All interested employees have received de-escalation training from VOA.

V. BUILDINGS AND GROUNDS REPORT

Glendale Branch Library Update

Patty Steed gave an update on the Glendale Library project. Steed introduced Jeff Davis and Peter Moyes of Architectural Nexus who presented their preliminary design for the new Glendale Branch Library. The Glendale Steering committee will meet to consider approving the technical design on July 10, 2012. Board members with input on this should send their input to Patty Steed and/or Elizabeth Gupta prior to July 10.

VI. DIRECTOR'S REPORT, CONT.

Salt Lake City Corporation Information Management Systems Memorandum of Understanding

Bill Haight, Chief Information Officer for Salt Lake City Corporation explained the services of Salt Lake City IMS and what they will be providing the Library. Haight reviewed the MOU with the Board. Elizabeth Gupta moved to approve the MOU. Hugh Gillilan seconded the motion, which passed unanimously.

VII. APPROVAL OF MINUTES

Ella Olsen moved that the minutes of the regular Board meeting held on May 17, 2012 be approved as written. Hikmet Loe seconded the motion, which passed unanimously.

VIII. BUILDINGS AND GROUNDS REPORT, CONT.

Marmalade Branch Library Update

Ella Olsen gave an update on the Marmalade project. The Marmalade Selection Committee shortlisted four architectural firms; each will be interviewed by the Committee on July 17, 2012.

Glendale and Marmalade Budgets

Paul Ernst and David Hart reviewed the budgets for the two new branches with the Board. Hugh Gillilan moved to authorize \$8,447,736 for the Glendale project, exclusive of land, subject to monthly reporting to staff and quarterly reporting to the Board by the project managers. Hikmet Loe seconded the motion, which passed unanimously.

Kevin Werner moved to approve the total budget of \$9,125,369 for construction and design of the Marmalade Branch Library, inclusive of land purchase, subject to monthly reporting to library staff and quarterly to the Board by the project managers. Ella Olsen seconded the motion, which passed unanimously.

IX. FINANCE REPORT

Financial statement reviewed

Van Tran reviewed the Library's May financial report.

X. STRATEGIC PLAN/OPERATIONS REPORT

Patty Steed gave the operations report for the Library.



- Enjoying Life Children and Exploring New Ideas partnered with the Clark Planetarium for a Solar Eclipse viewing, which brought 500+ people to Library Square.
- The Children's Library hosted the ever-popular Stuffed Animal Sleepover with 115 stuffed animals spending the night at the Library causing all kinds of mischief.
- The Dinosaur Train Nature Trackers events brought hundreds of people to the Day-Riverside Branch every Saturday in June. This was another great partnership with KUED.
- In June, our Children's Librarians registered over 2800 Children for the Summer Reading Program. The Adult Summer Reading, "Into the Night" encourages patrons to read and submit book reviews throughout the summer. The Teen Summer Reading program is also going very well; the theme is "Own the Night" and includes crafts programs & hands-on workshops planned at every location.
- Achieving Organizational Excellence has completed the training of over 30 managers and supervisors during weekly training modules over the past three months. The courses were conducted by the University of Utah and State contracted trainers. The managers and supervisors acquired new skills in the 24 hours of classroom training.
- On May 31 at 7pm, Charles C. Mann, author of "1493: Uncovering the New World Columbus Created" spoke, the auditorium was full for this program. The event was sponsored by the Friends of the City Library, and co-sponsored by The Tanner Humanities Center at the University of Utah, The Osher Institute for Lifelong Learning and the Utah League of Women Voters.
- The Salt Lake City Public Library was well represented at this year's Utah Pride Festival, including our first ever entry in the Utah Pride Parade. Representatives from the library spoke to well over a thousand people during the festival and handed out approximately 1,700 items along the parade route. Pop-up Frisbees with the library logo were a big hit at the parade, while business cards with information about Freegal and specially designed temporary tattoos were particularly popular in the booth.
- The Library Community Garden is in full swing; approximately 10 library staff and volunteers are working the garden in Sugarhouse (tilling, planting, weeding, watering) and it includes a large variety of plants, of which about 50% will be donated to partner organizations such as Utahns Against Hunger and Crossroads Urban Center.
- The fourth annual Alt Press Fest begins on July 7, 2012. Mark Todd & Esther Watson, two renowned Zine Authors are special guests; there will be music, hands-on workshops, films, zine-making and community networking. This was a big event last year with approximately 1500 attendants.

Dashboard/Personnel Changes Reviewed

Julianne Hancock presented the monthly dashboard; Shelly Chapman presented the personnel changes.

XI. OLD BUSINESS

Library Policy Changes

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

Hikmet Loe moved to adopt the changes to CS1.2 and CS6. Hugh Gillilan seconded the motion, which passed unanimously.

Board Committee Nominations

Hugh Gillilan moved to elect Kevin Werner to a second term as President, Emilie Charles to a first term as Vice-President and Elizabeth Gupta to a second term as Secretary. Ella Olsen seconded the motion, which passed unanimously.

XII. NEW BUSINESS

Human Resources Policy Additions

HR7: Nepotism Policy, HR8: Professional Ethics and Conflict of Interest, HR9: Standards of Conduct

The Board reviewed the additions to the Human Resources policies and will consider adopting them at July's regular Board meeting.

Library Employee Bonus Consideration

Since money was budgeted and approved by the Board for employee bonuses, Kevin Werner moved that the Board delegate to the Transitional Director the final decision regarding employee bonuses for fiscal year 2011-12 contingent on (1) input from Jill Carter, compensation consultant; (2) the constraints of the budget adopted for bonuses; and (3) the decision will be communicated to the Board no later than July 6, 2012. Ella Olsen seconded the motion, which passed unanimously.

XIII. OTHER

Hikmet Loe moved to close the Board meeting as authorized under the Utah State Open Meetings Law to discuss a real estate transaction. Hugh Gillilan seconded the motion, which passed unanimously.

Hugh Gillilan moved to reopen the meeting. Hikmet Loe seconded the motion, which passed unanimously.

Elizabeth Gupta moved that the Board accept the purchase offer for the property located at 1269 West California Avenue and authorize the Transitional Director to work with the real estate broker and the City Attorney's office to finalize and sign the purchase agreement on behalf of the Board. Ella Olsen seconded the motion, which passed unanimously.

XIV. ADJOURN

Hugh Gillilan moved to adjourn the meeting. Ella Olsen seconded the motion, which passed unanimously. The meeting adjourned at 5:51 p.m.

UPCOMING SCHEDULE

A special Board meeting will be held on July 17, 2012 at 2:00 p.m., 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, July 26, 2012, 3:30 p.m., Main Library Boardroom, 210 East 400 South.