

The monthly meeting of the Salt Lake City Public Library Board of Directors was held on a special day, Thursday, July 26, 2012 at 3:30 p.m., Main Library Boardroom, 210 East 400 South, Salt Lake City, UT.

Those in Attendance

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

I. CALL TO ORDER

The meeting was called to order at 3:30 p.m.

II. APPROVAL OF MINUTES

Hugh Gillilan moved that the minutes of the regular Board meeting held on June 28, 2012 be approved as written. Ella Olsen seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND PUBLIC COMMENT

No public comment given.

IV. BOARD PRESIDENT'S REPORT

- Board members nominee City Council interviews
 - Denise Thornhill: July 31, 2012 at 6:25 p.m.,
 - Pete Giacomo is on the agenda for August 14, 2012; time is to be determined.
- Search committee has continued to meet. Executive Director position closes July 30, 2012.
- Standing meeting time: will be discussed when new Board members are have been approved.
- Werner and Hamilton will be meeting with the City Council to discuss the Library's performance audit.

V. LIBRARY DIRECTOR'S REPORT

- Hamilton has been meeting with the performance auditors and reviewing drafts; staff have found minor errors (number of hours that Main is open, amount of branches).
- The City Library's costs, compared to the Salt Lake County Library system, are higher due to a number of factors: large main library, which is more expensive to staff and maintain; high circulation per capita, which drives staffing needs; open more hours; double the square footage per capita, which will be even higher once the Glendale and Marmalade branches are open. The Library's high costs are not driven by employees being overpaid. Hamilton stated that the current high service level may not be sustainable in the long-term.
- Hamilton met with the Program Managers to assure them that the recommendations from the performance audit will not result in anyone losing their job.
- Performance audit and compensation study are both posted online.
- Audit Response Teams (ARTs), comprised of administration and staff, will be formed to address the recommendations from the performance audit.
- Hamilton will draft a preliminary reaction to the audit report and distribute to the Board before August 15, 2012 and distribute it to the City Council by August 15, 2012.

Benefits and Compensation Survey Report

Hamilton introduced Jill Carter and Melissa Kotter of Carter Consulting; Carter and Kotter distributed a copy of the Benefits and Compensation Survey Executive Summary. Carter gave a background and methodology of the report, reviewed the contents and answered questions from the Board. Hamilton suggested that the Library develop a short-term plan to bring employees who are below the minimum of the range up to the minimum and long-term plan to bring the positions that are below market to the midpoint in the market salary range, as appropriate, based on years of service and performance. The full report is available online at <http://www.slcp.org/files/SLCPLBeneCompSurvey2012.pdf>.

VI. BUILDINGS AND GROUNDS REPORT*Glendale Branch Library Update*

Patty Steed gave an update on the Glendale Library project. The Steering Committee has extended the deadline for the final schematic designs. The architects are looking at ways to incorporate RFID, and an opportunity to incorporate art on the exterior that reflects the Glendale community. The next meeting of the Steering Committee will be meeting August 1, 2012 at 5:00 p.m.

Glendale Budget Adjustment

Kevin Werner moved to modify the Glendale budget to approve the total project cost of \$9,042,569. Ella Olsen seconded the motion, which passed unanimously.

Marmalade Branch Library Update

Ella Olsen gave an update on the Marmalade project. The Marmalade Selection Committee interviewed four shortlisted architectural firms. The selection committee's highest ranked firm was Blalock and Partners; contract negotiations are underway. The RDA has selected their site design coordinator.

NOTE: A June financial report was not provided to the Board due to it being the end of the fiscal year. There will be a July financial report presented at August's regular Board meeting and an annual financial report will be presented by the November Board meeting.

VII. STRATEGIC PLAN/OPERATIONS REPORT

Deborah Ehrman gave the operations report for the Library.

- Kids' Summer Reading program: 4,027 patrons have signed up and can continue to sign up through the middle of August. The end of the summer reading program party will be held on Saturday, August 11.
- The Library Strikes Back: "Star Wars" themed dress-up event for kids and families at the Main library from 2:00-4:00 p.m.
- Alternative Press Fest on July 9 was a great success with over 2,000 people in attendance. This year's event included musical acts.
- Concert Series: Music at Main, Foothill's Concerts by the Creek, Sprague's Sounds of Summer continue through August.
- Teen Summer Reading Program: 224 patrons signed up. Programs and events have been well attended. Zombie Walk will be held August 15, 2012.
- Adult Summer Reading Program: about 50 patrons have signed up.
- Film Series: Chapman and Foothill will be hosting film screenings through August.



- Library Engagement Team (LET): Library Engagement Team (LET) staff provided consult and training with library staff as well as engaged with patrons identified as appropriate for LET services. The summary below outlines services provided by the Library Engagement Team during the month of June.
 - Consult and Training:
 - 48 staff from the Main Library received 8.25 hours of de-escalation training
 - 39 Main Library staff consulted with LET staff for a total of 6.75 hours
 - 3 Sprague Library staff consulted with LET staff for a total of .25 hours
 - Patron Engagement:
 - 69 unique individuals (85 to date) were served at the Main Library
 - 482 outreach services were provided at the Main Library
 - 100% of clients received support & referrals to providers in the community
 - 45% (31 of 69 clients) were provided 16.5 hours of outreach, or individual care coordination, regarding their specific needs
- Library Administration has not received information regarding where members of the Occupy Salt Lake movement will be camping.

Dashboard/Personnel Changes Reviewed

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

VIII. OLD BUSINESS

Human Resources Policy Additions

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

Ella Olsen moved to adopt the Human Resources policy additions. Hugh Gillilan seconded the motion, which passed unanimously.

IX. NEW BUSINESS

- Russell Weeks, of the City Council office confirmed that Board nominee Denise Thornhill will be interviewed on July 31, 2012 at 6:25 p.m. Weeks could not confirm Board nominee Pete Giacoma's interview date.
- Werner will be out of town from August 3 to September 3, 2012; Charles will preside over August's regular meeting.
- The Board reviewed the 2012-13 Board calendar.

X. OTHER

XI. ADJOURN

Ella Olsen moved to adjourn the meeting. Hugh Gillilan seconded the motion, which passed unanimously. The meeting adjourned at 4:52 p.m.

UPCOMING SCHEDULE

The next regular meeting of the Salt Lake City Public Library Board of Directors is scheduled on Thursday, August 16, 2012, 3:30 p.m., Main Library Boardroom, 210 East 400 South.