

The monthly meeting of the Salt Lake City Public Library Board of Directors was held on Thursday, August 16, 2012 at 3:30 p.m., Main Library Boardroom, 210 East 400 South, Salt Lake City, Utah.

Those in Attendance

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

I. CALL TO ORDER

The meeting was called to order at 3:33 p.m. Emilie Charles welcomed Denise Thornhill and Pete Giacoma to the Board. Thornhill and Giacoma introduced themselves to the Board.

II. APPROVAL OF MINUTES

Ella Olsen moved that the minutes of the regular Board meeting held on July 26, 2012 be approved as written. Luana Chilelli seconded the motion, which passed unanimously. Giacoma and Thornhill abstained from the vote.

Ella Olsen moved that the minutes of the special Board meeting held on July 17, 2012 be approved as written. Elizabeth Gupta seconded the motion, which passed unanimously. Giacoma and Thornhill abstained from the vote.

III. COMMUNICATIONS AND PUBLIC COMMENT

No public comment given.

IV. BOARD PRESIDENT'S REPORT

- Charles remarked on the exciting and continuing work of the Search committee.

V. LIBRARY DIRECTOR'S REPORT

- Director Selection Process
 - The Library received 35 applicants; 20 met minimum qualifications and they were banded in to A, B and C categories, with A being the most qualified. Six applicants were in the A category, but one withdrew before the telephone interview.
 - Telephone interviews were completed August 15, 2012; two were unanimously rated higher than the others.
 - The Board Director Search Committee met August 16, 2012 and identified their two highest-rated candidates.
- Finance Manager Selection Process
 - The Library received 17 applicants, which was narrowed down to six applicants; all have been interviewed thus far. Three will receive a second interview.
- Employee Input on Performance Audit Recommendations
 - Hamilton grouped the audit recommendations into four areas; staff were asked to volunteer for one of the four Audit Response Teams (ARTs). The small groups (8-11 staff members) will have four weeks to review the recommendations, and (1) endorse their assigned recommendation as is; (2) endorse the recommendation with suggested

- changes; (3) disagree with the recommendation. Each ART will also be required to develop an implementation plan.
- Employee Staff Meetings
 - When Hamilton started at the Library, she visited all departmental staff meetings. In July, she began visiting them again and has visited six, thus far.
 - Staff has been reporting the positive impact that the Volunteers of America have had on their work environment. (Volunteers of America has partnered with Salt Lake County and The City Library and posted three full-time employees to engage with library patrons at Main and Sprague who may be experiencing homelessness or mental health issues.)

Director Selection Process Update

Hamilton reviewed the Director Selection Process timeline with the Board.

VI. BUILDINGS AND GROUNDS REPORT

Glendale Branch Library Update

Elizabeth Gupta gave an update on the Glendale Library project and reviewed the schematic designs with the Board.

Marmalade Branch Library Update

Ella Olsen and Deborah Ehrman gave an update on the Marmalade project. Ehrman reported that the Library is finalizing the contract with Blalock & Partners.

VII. FINANCE REPORT

Finance Manager Van Tran reviewed the July Financial Report with the Board.

FY 2012 Budget Amendment

Tran recommended that the Board vote to approve a budget adjustment request to recognize and budget for RDA revenue of \$109,000. This amount will be budgeted in a contingency account to support unforeseen expenses that the Library did not plan for as part of the budget process. Budget transfers will take place throughout the year from this contingency account to support those unforeseen expenses. Without a contingency account, all changes in the budget that actually increase the budget will have to be taken to the City Council.

The Library is requesting to recognize \$5,000 of grant revenue from Utah's Art and Museum to support the Utah Book Award, \$500 of grant revenue from 3M Corporation to support the Start Smart program, and \$19,000 of donations from the Friends of the City Library to support children's programming.

Ella Olsen moved to establish a contingency fund to accept unforeseen revenues and to revise the FY 2012 budget by \$109,000 as reflected in Budget Amendment 1; Luana Chilelli seconded the motion, which passed unanimously. The Board thanked the organizations for their generous financial contributions to the Library.

VIII. STRATEGIC PLAN/OPERATIONS REPORT

Patty Steed gave the operations report for the Library.

- Mayor Becker has invited Liesl Johnson, the Library's Program Manager for Early Literacy, to contribute to the Capital City Education Plan. Mayor Becker believes that education is the

foundation for social and economic vitality, sustainable quality of life and desired livability in Salt Lake City.

- Johnson is also part of the Early Literacy Continuum, a collaborative group including the City, County and State libraries, Salt Lake and Alpine School districts and other community groups who seek to map current literacy efforts and find ways to bridge gaps in literacy.
- The Exploring New Ideas Outcome team presented "Stand Up: The Arts in Bully Proof Climate." This program was organized in collaboration with Eunice Kennedy Shriver National Center for Community of Caring. There were 50 teachers and 25 people that joined the mini conference from all over the state. The Library is working with Charlie Luke of the City Council to develop a community response to this issue.
- The Library will host the 2012 McMurrin Lecture on Religion and Culture with Laural Thatcher Ulrich presented by the Tanner Humanities Center at the University of Utah "Remember Me: The Inscription of Self in Nineteenth-Century Mormonism" on Friday, August 24, 2012 at 7:00 p.m.
- The Eid al-Fitr Festival will be celebrated on August 25, 2012 from 2:00 to 4:00 p.m. at the Main Library. The Keynote Speaker will be Dr. Mahan Mirza, he will explain the importance of Friday congregational prayer, Ramadan, and Eid for the Muslim community. Mirza serves as a faculty member at Zaytuna College, and is a visiting scholar at Graduate Theological Union.
- Immediately following the Eid al-Fitr Festival there will be a screening of the documentary: *Fordson: Faith, Fasting, Football*. This film follows a predominantly Arab-American high school football team from a working-class Detroit suburb as they practice for their big cross-town rivalry game during the last ten days of Ramadan, revealing a community holding onto its Islamic faith while they struggle for acceptance in post 9/11 America.
- Many Library employees are donating their time at the Library Community Garden and the harvest is ongoing. The Library is sending produce donations to Utahns Against Hunger, Hildegard's Pantry and other local shelters/pantries as well as sharing with library staff.
- Author's Live will partner with Weller's Book Works on August 29, 2012 to present the book, "Walking Salt Lake City."
- It is the season for many festivals in the City; Library staff will be promoting the Library at the Youth Bridge Initiative Festival, The Avenues Street Fair and the 9th and 9th Street Festival.
- September 7, 2012 is the ribbon cutting event for the exhibit, "Mexico: Then and Now," featuring important photographs of the Mexican Revolution. Artes de Mexico en Utah will bring this exhibit to the Library along with many programs in the month of September.

Dashboard/Personnel Changes Reviewed

Julianne Hancock presented the monthly dashboard, which has undergone a redesign; Hancock also presented the personnel changes.

IX. OLD BUSINESS

X. NEW BUSINESS

Library Policy Update

The Board reviewed the changes to library policies B2: Financial Transactions and HR5: Staff Exchanges. Tran explained the addition of B2.5: Budget Transaction Policy to B2. Hamilton

explained the changes to HR5. The Board will consider a motion to adopt these changes at the September Board meeting.

Board Bylaws Revision

Hamilton reviewed the revision to the Board Bylaws. The Board will consider a motion to adopt the change at the September Board meeting.

XI. OTHER

XII. ADJOURN

Ella Olsen moved to adjourn the meeting. Luana Chilelli seconded the motion, which passed unanimously. The meeting adjourned at 4:41 p.m.

UPCOMING SCHEDULE

ANNUAL BOARD LUNCHEON

Thursday, September 20, 2012, 12:00 p.m., Level Four Conference Center.

The regular meeting of the Salt Lake City Public Library Board of Directors will follow on Thursday, September 20, 2012, at approximately 1:30 p.m., Main Library Boardroom, 210 East 400 South.