

The Salt Lake City Public Library Board of Directors held their monthly meeting on Monday, January 28, 2013 at 4:00pm in the Main Library Boardroom, 210 East 400 South, Salt Lake City, Utah.

Those in Attendance

Emilie Charles, Vice-President; Elizabeth Gupta, Secretary; Luana Chilelli; Hugh Gillilan; Denise Thornhill; and Ella Olsen. Board members Pete Giacomina and Kevin Werner were excused.

Additional staff in attendance: Jace Bunting, Finance Manager; Shelly Chapman, Human Resources Manager; Deborah Ehrman, Associate Director; Tommy Hamby, Administrative Assistant; Linda Hamilton, Acting Director; Patty Steed, Associate Director; and Paul Nielson, City Attorney.

I. CALL TO ORDER

The meeting was called to order at 4:00pm. Ms. Charles presided in Mr. Werner's absence.

II. APPROVAL OF MINUTES

Mr. Gillilan moved that the minutes of the December 17, 2012 Board meeting be approved as written. Ms. Chilelli seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND PUBLIC COMMENT

No public comment.

IV. BOARD PRESIDENT'S REPORT

Director Search Committee Report

Mr. Gillilan reported that the Director Search Committee met and is actively negotiating with a search firm. By mid-February, the search process will be in full swing.

Finance Committee Report

Ms. Gupta reported that the finance committee has not met since December's Board meeting.

V. LIBRARY DIRECTOR'S REPORT

Accidental Gun Discharge

One of the Library security guards, contracted through CBI, accidentally discharged his weapon inside the Main Library on Sunday, January 20, 2013 at approximately 12:15pm. Library administration and CBI's Executive Vice President met several times to discuss the matter. Administration agreed to let the officer come back after the Executive Vice President explained what they would do to ensure nothing like this ever happens again:

- Require the officer to attend 40 hours of firearms training
- Adopt and disseminate a policy that states that firearms must be chambered before they leave their home for work
- Their training will emphasize their current policy that guns are always to remain in their holster unless they are needed because of an incident
- Should any officer need to manipulate their weapon at the Library, they will use a 15 gallon tub full of sand in a storage closet in the parking garage
- The officer will be required to use a simpler, safer weapon in the future

Search Committee

The Search Committee met on January 24 and has tentatively selected the Singer Group as the executive search firm. At the request of the Search Committee, Ms. Chapman and Ms. Hamilton conducted a telephone negotiation with the Singer Group on Friday January 25 and are awaiting a new proposal and cost schedule from them. Ms. Hamilton and the Search Committee have identified some areas where their proposal could be negotiated, listed below:

Items the Library has already done (potentially reduce proposal costs)

- Required/desired qualifications from the Board
- Required/desired qualifications from the staff
- Job Description
- Job posting on various library websites
- Marketing and public relations materials

Areas where the Search Committee agreed that the Singer Group should revise their proposal (potentially increases proposal costs) included the following.

- They state that they will discuss the top five candidates with the Search Committee remotely. Ms. Hamilton suggested onsite interviews for face-to-face discussions.
- Ms. Hamilton suggested that they conduct a broader search to include public administrators.
- Their process provides for a telephone interview, Search Committee interview, open forums, but no Board interview. The Search Committee recommends a Board interview be included.
- Depending on the cost, Ms. Hamilton suggested inquiring further about the 100-day transition plan.

General Observations

- The Singer Group proposed open forums that will allow staff and invited guests to hear presentations. Should the Search Committee/Board accept comments from staff, Ms. Hamilton encouraged and the Search Committee agreed that the Board must seriously incorporate that input into the decision-making.
- Ms. Hamilton strongly recommended and the Search Committee agreed that one or more of the Search Committee members participate with Singer in the telephone interviews.
- Two of their optional tasks have no cost associated with them, Ms. Hamilton state that it is difficult to make a decision when there is no cost. The Search Committee requested that the Singer Group provide an updated scope and budget based on Search Committee feedback.
- Ms. Chapman and Ms. Hamilton have concerns about the cost of the Singer \$25,000 proposal because, including the cost to bring three candidates in for two days and expenses of roughly \$5,000, the budget would be exceeded by \$3,500. The Singer Group declined to reduce their contract amount by \$2,500. The Search Committee will consider this information in their next meeting.

Employee Handbook

The Employee Handbook will be reviewed by a Leadership Team Committee by February 28 and will be included on March's Board meeting agenda for the Board's review. In an effort to mitigate copious comments from all Board members, Ms. Hamilton suggested that the Board form an Employee Handbook Review committee to accept comments and questions from all Board members. Ms. Charles, Ms. Thornhill and Ms. Chilelli volunteered for the committee; Ms. Charles requested the Director to contact absent Board members to solicit their interest in serving.

Ms. Olsen moved that the Board delegate a subcommittee for review of the employee handbook. Mr. Gillilan seconded the motion, which passed unanimously.

Benefits Committee

The employee Benefits Committee will be making insurance recommendations to the ELT on February 12. Recommended changes will be forwarded to the Board as part of the budget.

VI. BUILDINGS AND GROUNDS REPORT

Glendale Branch Library Update

Ms. Gupta updated the Board on the Glendale Library project. The Design Development Phase is officially complete; Ms. Gupta thanked the Board, staff and Steering Committee for their work and support. The Committee is working with the Salt Lake City Arts Council for interior and exterior art. The City Council must approve the design before the bonding process is initiated.

Groundbreaking will take place in the summer.

Marmalade Branch Library Update

Ms. Olsen updated the Board on the Marmalade Library project. The committee is in the schematic design phase, in conjunction with the programming document, and they have been hosting community outreach meetings. The next public meeting will be on Tuesday, January 29 at 7pm at Washington Elementary. The Board will receive a copy of the programming document at February's Board meeting. The next step is to finalize the site plan; the architect will be presenting to the Board at a future meeting. As the RDA governing board, the City Council has been actively involved in the process; the RDA owns the property, and they regularly make status reports to their Board.

FINANCE REPORT

Financial Statement Review

Mr. Bunting has redesigned the layout of the financial report, and reviewed December's report with the Board. Approximately five years ago, the Library received a significant donation of money to be used for the Anderson-Foothill branch, at the behest of the donator. The Board has directed Library administration to include the expenditure of the funds in the FY 213-14 budget process. The finance committee will follow up on projects to use the funds.

VII. STRATEGIC PLAN/OPERATIONS REPORT

Operations Report

Ms. Steed reviewed December's operations report with the Board. On December 15, The City Library presented "Worlds of Fantasy," with numerous programs related to fantasy film, fiction, and art. All locations have hosted displays that feature costumes, sets, and props from a locally-produced fantasy film.

Early Literacy is hosting early literacy workshops for parents, most are offered through our partnership with the Salt Lake City School District pre-k program. The Library is implementing a pre- and post-survey to determine if the workshops are effective in increasing literacy in young children by building interactions between parents and their kids. The pre-survey is filled out by parents at the time of the workshop. The post-survey will be filled out during their child's parent-teacher conference.

Enjoying Life Children's has hosted programs in January, and two fantasy craft experiences that corresponded with our current "Worlds of Fantasy."

The VOA has a new outreach worker, Ethan Sellers; the team is seeing an uptick in interactions with patrons who may be experiencing homelessness. They are beginning the process of an annual count of Salt Lake City's homeless population. The VOA will be presenting with the director of 211 at the Utah Library Association's annual meeting (people may call 211, which provides free and confidential information and referral, for help with food, housing, employment, health care, counseling, and more). The Board requested an annual report from the VOA in May.

Dashboard/Personnel Changes Reviewed

Ms. Ehrman presented the monthly dashboard. Ms. Chapman presented the personnel changes.

VIII. OLD BUSINESS

Library Policy Updates

At December's Board meeting, the Board received an updated draft of the Resource Selection Policy (RSP) which included changes to the following appendices: A, A (Form), B (Form), C, D (Form), G4, G11, and G15. Ms. Ehrman asked the Board to additionally consider removing appendix G13: Meeting Rooms and include the following introduction to the RSP in their motion to approve the changes:

Selection decisions are made by the staff based on policies formally adopted by the Salt Lake City Library Board of Directors. The context and philosophical basis for these selection policies is based in part on statements of ethical positions adopted by the American Library Association in support of intellectual freedom and the freedom to read. Relevant statements from ALA are appended to this document to provide context for the locally adopted Resource Selection Policy.

Ms. Gupta moved to approve the updates to the Resource Selection Policy with an additional introduction to the appendices, the deletion of G13: Meeting Rooms and forms A,B and D as policy. Ms. Chilelli seconded the motion, which passed unanimously.

IX. NEW BUSINESS

Library Policy Updates

Mr. Bunting reviewed the Capital Asset Management and Non-Capitalized Asset Control Policy. This policy would replace B6: Inventory Control and B8: Disposal of Fixed Assets. This policy change is in response to a suggestion from the auditors to maintain a list of assets. The Board will consider adopting this policy change at February's Board meeting.

X. OTHER

Russell Weeks, City Council staff member, reported that the Submarine Monument Proposal will be going before the City's Parks, Natural Lands, Trails, and Urban Forestry Advisory Board.

XI. ADJOURN

Ms. Olsen moved to adjourn the meeting. Ms. Chilelli seconded the motion, which passed unanimously. The meeting adjourned at 5:27pm.

UPCOMING SCHEDULE

The next meeting of the Salt Lake City Public Library Board of Directors will be held on Monday, February 25, 2013, at 4:00pm in the Main Library Boardroom, 210 East 400 South.