

**The Salt Lake City Public Library Board of Directors held their monthly meeting on Wednesday, January 22, 2014 at 4:00pm in the Main Library Boardroom, 210 East 400 South, Salt Lake City, Utah.**

*Those in Attendance*

Kevin Werner, President; Emilie Charles, Vice President; Denise Thornhill, Secretary; Luana Chillelli; Pete Giacoma; Ella Olsen; and Amanda Thorderson.

Additional staff in attendance: Jace Bunting, Finance Manager; Shelly Chapman, Human Resources Manager; Deborah Ehrman, Associate Director; Tommy Hamby, Administrative Assistant; Paul Nielson, Legal Counsel; Andrew Shaw, acting Communications Manager; John Spears, Executive Director; and Patty Steed, Associate Director.

**I. CALL TO ORDER**

Mr. Werner called the meeting to order at 4:00pm.

**II. APPROVAL OF MINUTES**

Ms. Chillelli moved that the [November 25, 2013 Board meeting minutes](#) be approved as written. Ms. Olsen seconded the motion, which passed unanimously.

**III. COMMUNICATIONS AND PUBLIC COMMENT**

No public comment.

**IV. OLD BUSINESS**

No old business.

**V. NEW BUSINESS**

[FY2012-13 Audit Report](#)

Paul Skeen and Trent Bateman of EideBailly visited the Board meeting to discuss the fiscal year 2012-13 audit report. Mr. Skeen gave an unqualified report to the Board and thanked Mr. Bunting for his cooperation and help. The Board will consider accepting the audit at February's Board meeting.

**VI. BOARD PRESIDENT'S REPORT**

Ms. Thorderson's husband has accepted a job in Portland, Oregon and will be leaving the Board.

**VII. [LIBRARY DIRECTOR'S REPORT](#)**

- *Library Journal's* Design Institute will be held somewhere in the Salt Lake valley in May 2014, and their "Lead the Change" program will be held at the Main Library in October 2014.
- Mr. Spears has been asked to join a national task force that will focus on financial literacy education.
- The Library will undergo an administrative reorganization over the coming months. This reorganization has been developed by all managers who will be impacted by the change as well as the Board Executive Committee (see the Organization Chart in the Director's Report).
- Mr. Shaw has accepted the position of Communications Manager.

- A committee consisting of Library staff has issued a unanimous recommendation for the award of the Glendale and Marmalade Opening Day Collection contract; the Library will enter into negotiations shortly.
- The Library's Wellness Committee will soon launch a twelve-week challenge for staff. Amber Lawvor of the Human Resources department discussed the details of the wellness initiative.

#### [Library Services Team Charter](#)

Mr. Spears reviewed the charter of the Library Services Team whose principal purpose will be to research and develop recommendations that will allow the Library to better serve the needs of Salt Lake City. Ms. Steed will serve as team leader.

### **VIII. BUILDINGS AND GROUNDS REPORT**

#### *Glendale Branch Library Update*

Mr. Giacomini updated the Board on the Glendale Library project. The concrete pad is in place and the budget is about 20% expended. The construction company has taken measures to mitigate trespassing on the site.

#### *Marmalade Branch Library Update*

Ms. Ehrman updated the Board on the Marmalade Library project. On January 22, 2014, there will be a community program at Washington Elementary to review landscaping on the site. Dave Christensen has been selected to create a sculpture on the site. There are Rocky Mountain Power and UDOT utility boxes on the corner of 300 West and 500 North that may present an eye sore. The cost to move them is approximately \$110,000. The Library will explore the possibility of having them moved.

### **IX. FINANCE REPORT**

#### *Financial Statement Review*

Mr. Bunting reviewed [November's and December's financial report](#) with the Board.

### **STRATEGIC PLAN/OPERATIONS REPORT**

Ms. Steed reviewed the [Operations Report](#) with the Board.

- The Library provided books for baskets given to needy families at Lincoln Elementary School's Community Learning Center's annual Turkey Trot.
- Teen Services is partnering with Spy Hop during the month of January to host three songwriting workshops at Day-Riverside.
- Brooke Young, Teen Services manager is regularly meeting with the newly-formed Teen Advisory Board.
- On December 7, the Library hosted a Holiday Celebration where Library patrons enjoyed Holiday music from many musical groups.
- In December, Adult Services hosted the pilot of a financial literacy course for families.
- The Staff Development Committee is expanding online, technology, and Polaris trainings for staff.

#### *Dashboard*

Mr. Shaw reviewed [November's and December's Dashboard](#) with the Board.

**X. OTHER**

## Closed Session

Mr. Werner moved that the Board enter into closed session in keeping with Utah Code section 52-4-205 to discuss the character, professional competence, or physical or mental health of an individual. Ms. Olsen seconded the motion, which passed unanimously.

Mr. Giacoma moved to reconvene to open session. Ms. Charles seconded the motion, which passed unanimously.

**XI. ADJOURN**

Ms. Thornhill moved to adjourn the meeting. Ms. Chilelli seconded the motion, which passed unanimously. The meeting adjourned at 7:54pm.

**UPCOMING SCHEDULE**

The Salt Lake City Public Library Board of Directors will hold their regular meeting on Monday, February 24, 2014, at 4:00pm in the Main Library Boardroom, 210 East 400 South.