

THOSE IN ATTENDANCE: Emilie Charles, President; Luana Chilelli, Vice President; Denise Thornhill, Secretary; Alberta Comer; Jana Ostler; Nathaniel Salazar; and Kevin Werner. Pete Giacomina and Holly Yocom were excused.

ADDITIONAL STAFF IN ATTENDANCE: Joel Bosch, Administrative Assistant; Jace Bunting, Finance Manager; Shelly Chapman, HR Manager; Lisa Curt, Assistant Director; Deborah Ehrman, Deputy Director; Mark Kittrell, Salt Lake City Attorney; Amber Lawvor, HR Assistant; Andrew Shaw, Communications Manager; John Spears, Executive Director; Patty Steed, Assistant Director; Donnae Tidwell, Nonfiction Selector and LEO President; and Brooke Young, Glendale Branch Manager.

I. CALL TO ORDER

Ms. Charles called the meeting to order at 4:02pm.

II. APPROVAL OF MINUTES

Mr. Salazar requested that “Ms. Charles thanked Mr. Werner for serving on the Finance Committee” be added to the January minutes and moved that the [January 26, 2015 Board Meeting Minutes](#) be approved; Ms. Chilelli seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND PUBLIC COMMENT

No public comments.

IV. BOARD PRESIDENT'S REPORT

Ms. Charles thanked everyone for the great Glendale Branch opening. She announced that small group meetings will be scheduled between now and the next Board Meeting to discuss the details of the Fiscal Year 2015-2016 Proposed Budget.

Friends of the Library Board Liaison Report

Ms. Chilelli reported the Friends have assessed feasibility of maintaining the Library Store and decided to keep it open.

V. GLENDALE BRANCH REPORT

Ms. Young indicated the Glendale Branch has been busy with extensive use of the Branch already. Many teachers are bringing their classes to check out the branch. County officials had meetings at Glendale Branch during the previous week. Several partners wish to collaborate on programming (e.g. Grants to teach technology classes). Children’s programming has been popular with more than 20 children in attendance. Every afternoon there are more than 100+ kids in the library. Mr. Werner asked what has been the biggest surprise, Ms. Young responded by saying “how well behaved everyone has been.” New library cards have been exploding and are keeping the staff busy.

VI. LIBRARY DIRECTOR'S REPORT

Mr. Spears reviewed his report with the Board including an overview of the budget process. He thanked Mr. Bunting for his work on the Budget. The budget process continues to be refined including changes such as giving Branch and Department managers more control over their maintenance budgets. Mr. Spears invited Board members to attend an upcoming conference.

VII. NEW BUSINESS

Finance Committee Meeting

Mr. Salazar reported, to date, the Finance Committee has met twice. Increased paper pay for staff, capital improvements, and increased funding for downloadable materials were budget priorities identified as the goals by the Finance Committee. Questions regarding the 24/7 pilot were discussed.

[Fiscal Year 2015-2016 Proposed Budget](#)

Mr. Spears reviewed the various documents included within the Proposed Budget.

Mr. Werner asked who is eligible for the pay increase; Mr. Spears indicated that staff who have completed their probationary period are eligible. Mr. Spears has assigned Mr. Bosch, Administrative Assistant, to dedicate several hours a week to help keep track of Maintenance projects.

There was some discussion of considerations about whether or not to request a tax increase for the next fiscal year. Ms. Comer inquired about money coming from the fund balance for payroll and whether the new staff positions are sustainable. Mr. Spears explains that the new staff positions are sustainable only with a tax increase. Mr. Bunting indicates that the budget does not account for economic growth. Mr. Bosch will schedule various small meetings with the Board to discuss the final version of the Proposed Budget throughout the next month. This final version will be voted on at the March 23 Board Meeting. Ms. Charles suggests doing the small meetings sooner rather than later.

Mr. Werner inquired about where figures for budget items 31-100 were obtained. Mr. Bunting explained the difference between last year budget and this year's increased revenue. Mr. Spears stated that he cited new growth as the reason for the revenue increase within his report, but that reason is incorrect. Ms. Charles admonishes all to compile questions for the small group meetings.

[Employee Handbook Revisions](#) - Shelly Chapman

Ms. Chapman reviewed the specific mentions of LEO within the employee handbook. The Board will vote on adopting revisions deleting those references next month. Ms. Lawvor states that a Farewell to Leo party is being scheduled. Ms. Tidwell announced that money left from LEO funds will be used to better the library in some way (e.g. purchase a new printer for staff use).

[Capital Budget Reallocation Request](#) - Lisa Curt

Ms. Curt explained that periodicals were not previously available for check-out. To remedy this, many titles were placed on Zinio. There is a need for display cases to house the rest of the magazines on the floor.

VIII. OLD BUSINESS

No Old Business.

IX. BUILDINGS AND GROUNDS REPORT

Marmalade Branch Library Update

Ms. Ehrman reviewed the January 2015 Marmalade Library Report with the Board. There has been a delay in the steel frame delivery. The outdoor art sculpture will not be placed on display until Spring 2016 due to issues with the construction site. Ms. Ehrman suggested having the children from Washington school paint a temporary mural to display in the meantime. The library will assume the rights for the culinary water line and the responsibility for maintaining it.

X. FINANCE REPORT

Financial Statement Review

Mr. Bunting reviewed the January 2015 [Financial Dashboard](#) and [Financial Report](#).

XI. OPERATIONS REPORT

Dashboard

Mr. Shaw reviewed the [January 2015 Dashboard and Press Mentions](#). Statistical increases brought about from the opening of the Glendale Branch were discussed.

[Quarterly Personnel Statistics](#)

Ms. Chapman indicated that there has been much internal movement among the staff due to staff being reassigned to Glendale. This has created vacancies and generated new hires at Main. Mr. Werner suggested including data from previous years within the next report.

XII. OTHER

No Other Business.

XIII. ADJOURN

Ms. Chilelli moved to adjourn the meeting. Ms. Ostler seconded the motion, which passed unanimously. The meeting adjourned at 5:13pm.

UPCOMING SCHEDULE

The Salt Lake City Public Library Board of Directors will hold their regular meeting on Mon, March 23, 2015 at 4:00pm at the Foothill Branch, 1135 South 2100 East, Salt Lake City, UT, 84108