

The Salt Lake City Public Library Board of Directors held their monthly meeting on Monday, February 25, 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; Pete Giacoma; Hugh Gillilan; Ella Olsen; and Denise Thornhill. Board President Kevin Werner was 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.

Representatives from Salt Lake City: Paul Nielson, City Attorney; Russell Weeks, Salt Lake City Council Policy Analyst.

I. CALL TO ORDER

Ms. Charles presided in Mr. Werner's absence; the meeting was called to order at 4:02pm.

II. APPROVAL OF MINUTES

Ms. Olsen moved that the minutes of the January 28, 2013 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. Two representatives of the Singer Group will be meeting with the Library administration and managers on Thursday, February 28 and Friday, March 1, 2013; they will be working on developing a timeline for the recruitment process.

Finance Committee Report – Please see FY2013-14 Budget under New Business.

V. LIBRARY DIRECTOR'S REPORT

Budget

The Board Finance Committee reviewed the FY13-14 budget on February 20. Hamilton thanked the managers, administration, and especially Mr. Bunting, for their time and effort. Some changes in the new budget process that was developed by Mr. Bunting include department-specific budgets, more oversight by managers for their departments, and better compliance with the State's Uniform Accounting Manual. The Board will consider adopting the budget at March's meeting and will be transmitted to the Mayor's office in April.

Director Recruitment

Ms. Hamilton has been talking to public administrators who may be interested in the Director position and expects to refer five to ten high quality public administrators to the Singer Group for screening. Ms. Chapman and Ms. Hamilton renegotiated the Singer Group contract, they eliminated items that the Library had done well during the last recruitment process and changed the contract boilerplate language. These changes resulted in a negligible savings in the total cost for the Singer Group's services.



Relationship of the Chapman and Glendale Branches

Ms. Hamilton reviewed a draft scope for a consultant whose role will be to evaluate what the relationship between Chapman and Glendale branches will be. These branches, which will be in close proximity to each other, should complement each other and not duplicate services.

Hiring Process

Based on conversations with managers, Ms. Chapman has made a number of adjustments to the hiring process. Over the last year, this has resulted in a decrease to fill a vacancy from an average of eight weeks to five and a half weeks. Ms. Chapman is committed to hiring the best possible candidates in the least amount of time and continues to improve the process with feedback from managers.

Friends' Library Store

Employees of the Friends' Library Store are Library employees. Ms. Hamilton has received a draft of a proposed agreement regarding the relationship between the Friends and the Library, which will be reviewed by Library administration and negotiated by Ms. Hamilton.

VI. BUILDINGS AND GROUNDS REPORT

Glendale Branch Library Update

Ms. Gupta updated the Board on the Glendale Library project. Ms. Steed reported that the committee met to review finishes and determine how to incorporate the ground source heat pump in to the design of the building.

Marmalade Branch Library Update

Ms. Olsen introduced Kevin Blalock, architect for the Marmalade project.

Marmalade Library Programming Document Presentation

Mr. Blalock reviewed the Marmalade Library programming document with the Board. The program was developed from Marmalade Steering Committee meetings, RDA site design meetings, and six community outreaches and workshops. The final schematic design will be transmitted to the steering committee; MOCA Systems, the Library's project manager; and Salt Lake City's Design Review Team.

FINANCE REPORT

Financial Statement Review

Mr. Bunting reviewed January's financial report with the Board.

VII. STRATEGIC PLAN/OPERATIONS REPORT

Operations Report

Ms. Ehrman reviewed January's operations report with the Board.

Early Literacy/Children's Services

Sweet Branch had 115 in attendance on February 2 for the puppet show performance of The Princess and the Frog. The Main Library Children's department hosted ten story times in celebration of the Main Library's ten year anniversary; over 358 children attended as well as a guest appearance from a member of the Harlem Globetrotters.



Exploring New Ideas

Over 600 people attended the Library's Chinese New year program on Saturday, February 9. This event was part of the 10th anniversary celebration of the Main Library.

Technology Access and Skills Outcome

In February and March, the Library is introducing three new classes: Beginners Guide to Creating Web Pages, Getting Started with Apps, and Auto Repair for the Clueless and the Professional.

Achieving Organizational Excellence (Staff Development and Training)

In January, the Library hosted seven trainings for 49 staff members. The New Staff Training Checklist has been updated and two new staff trainings have been added to the roster: Customer Service II, How to Handle Difficult Situations; and Stress Less, Taming the Tensions in Your Life.

Dashboard/Personnel Changes Reviewed

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

VIII. OLD BUSINESS

Library Policy Updates

At January's Board meeting, the Board received an updated draft of B6: Capital Asset Management and Non-Capitalized Asset Control Policy, which would rescind B6: Inventory Control and B8: Disposal of Fixed Assets. The new policy establishes capital asset dollar amounts and limits, and who will be responsible for the disposal of assets.

Ms. Olsen moved to adopt B6: Capital Asset Management and Non-Capitalized Asset Control Policy, rescinding the current B6: Inventory Control and B8: Disposal of Fixed Assets. Ms. Chilelli seconded the motion, which passed unanimously.

IX. NEW BUSINESS

Recommended Changes to Health and Dental Insurance

Ms. Chapman reviewed the recommended changes to the Library's insurance for staff, which were developed by the Benefits committee, comprised of Mr. Bunting, Ms. Chapman, managers, and staff. This committee received input from Ms. Hamilton and Salt Lake City employees who ushered in a new benefits structure at the City.

FY 2013-14 Budget

Ms. Gupta reported that the Finance Committee met to review the budget. Mr. Bunting and Ms. Hamilton reviewed a draft of the FY 2013-14 budget with the Board. Ms. Hamilton introduced Bill Haight and Chad Korb from Salt Lake City Information Management Systems who reviewed some concerns facing the library's technological infrastructure that will be addressed with this budget. The Board will be reviewing the budget over the next month and will consider a motion to accept it at March's meeting.

X. OTHER

No other business.



XI. ADJOURN

Mr. Gillilan moved to adjourn the meeting. Ms. Olsen seconded the motion, which passed unanimously. The meeting adjourned at 6:21pm.

UPCOMING SCHEDULE

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