

The Salt Lake City Public Library Board of Directors held their monthly meeting on a special day, Monday, May 20, 2013 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; Luana Chilelli; Pete Giacomia; Hugh Gillilan; Ella Olsen; and Denise Thornhill. Secretary Elizabeth Gupta was excused.

Additional staff in attendance: Jace Bunting, Finance Manager; Deborah Ehrman, Associate Director; Tommy Hamby, Administrative Assistant; Linda Hamilton, Acting Director; Julianne Hancock, Communications Manager; and 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

Mr. Werner called the meeting to order at 4:02pm.

II. APPROVAL OF MINUTES

Mr. Giacomia moved that the minutes of the April 22, 2013 Board meeting be approved as written. Ms. Olsen seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND PUBLIC COMMENT

No public comment.

IV. OLD BUSINESS

Library Policy Changes

A7: Request for Permanent Use on Library Square

Ms. Chilelli moved that the Board approve adding A7: Request for Permanent Use on Library Square to policy. Ms. Olsen seconded the motion, which passed unanimously.

The new policy provides guidelines to the Board when offering advice to Salt Lake City regarding installations on Library Square.

B2.5: Budget Transaction Policy

Ms. Chilelli moved that the Board approve the revisions to B2.5: Budget Transaction Policy. Mr. Giacomia seconded the motion, which passed unanimously.

This change to policy reflects the new budget process and includes a table that gives the Library clear guidelines for various budget revision types. Ms. Hamilton noted that Branch managers will be referred to as Department Managers.

V. NEW BUSINESS

Library Employee Handbook

The Board has received a draft of the Employee Handbook. Ms. Hamilton received comments from the City attorney on May 20, 2013 and will distribute a revised version to the Board. Any additional changes should be sent to Ms. Hamilton. The Board will consider a motion to adopt the Employee Handbook at June's Board meeting. The Board discussed the practice of closing the Library on Easter Sunday and the definitions of benefit-eligible employees. Board members will be meeting with Library administration to discuss the handbook before the June Board

meeting. Mr. Giacomina requested an explanation of the difference between a part time employee with benefits and a part time employee without benefits. Ms. Hamilton will provide the explanation.

Library Policy Revision: E6 Patron Behavior and Library Use

Ms. Ehrman explained the revision to this policy, which was developed by the Library Environment Workgroup, composed of staff and security, to deal with some of the issues at the Main Library and branches. The workgroup reviewed other library systems' policies and rules of conduct and tailored them for the City Library's needs. This policy is currently under legal review and is subject to change. The Board will consider a motion to adopt this policy revision at the June Board meeting.

Board Nominating Committee Report

The Board Nominating Committee; comprised of Ms. Chilelli, Ms. Olsen, and Ms. Thornhill; have nominated Kevin Werner for President, Emilie Charles for Vice-President, Denise Thornhill for Secretary, and Ella Olsen for Past President. The Board will vote at June's meeting on these candidates.

Budget Reallocation Requests

Ms. Thornhill moved that the board approve reallocating \$161,000 from Personnel; \$25,000 of which would go to Charges for Services and \$136,000 would go to Buildings and Grounds. Ms. Chilelli seconded the motion, which passed unanimously.

VI. BOARD PRESIDENT'S REPORT

Board Vacancy: Mr. Werner recognized Ms. Amanda Thorderson, who was nominated to fill the vacancy by the Mayor in January; the City Council will interview and consider confirming her appointment at their meeting on July 9, 2013. There will be another vacancy on the Board after Mr. Gillilan's second term expires on June 30, 2013.

Mr. Werner thanked Ms. Charles for presiding in his absence and for the work of the Director Search Committee.

Board Retreat: There has been some discussion of holding a Board retreat later in the summer, with Paula Singer, before Ms. Hamilton leaves the Library.

Director Search Committee Report: Mr. Gillilan noted that the director interview process happening on May 22, 23, and 24, 2013 will be very important and he expressed appreciation for everyone's work and input that went into planning the process.

VII. LIBRARY DIRECTOR'S REPORT

Selection Process: Ms. Hamilton discussed the schedule for the Director Selection process and has provided a schedule for each individual Board member's time commitments during the process.

Glendale Branch: Ms. Hamilton, Mr. Bunting, and Ms. Steed have attended two City Council public hearings on the Glendale branch bonding.

Fiscal Year 2013-14 Budget: The budget was presented to the City Council on May 7, 2013. A major concern raised by the Council involved allowing staff dependents, regardless of marital status, to be covered by the Library's insurance – similar to how the City's insurance coverage is structured. The Library, unlike the City, is not self-insured and such a change would result in a premium increase, furthermore, the Library has already been through open enrolment; this issue will continue to be reviewed. The Council also raised the question of the Library's budget commitment in the future.

Organizational Development Sessions: Ms. Hamilton reported on the sessions that were attended by all managers and the productive discussions that came from them. There will be two additional sessions for all Library managers. Ms. Olsen requested detailed notes of these sessions. Ms. Hamilton will provide those to the Board.

ILS Protest: The Library received a protest from SirsiDynix, who submitted a proposal for the Library's request for proposals for a new integrated library system.

VIII. BUILDINGS AND GROUNDS REPORT

Glendale Branch Library Update

Mr. Giacomini updated the Board on the Glendale Library project. The bonding process is in the final stages and goes before the Building Authority on May 21, 2013 for final approval. Artist selection is underway and the architectural and project management team are working through final cost estimates and will have the drawings ready for a contractor to bid in June. Ms. Steed is hopeful that groundbreaking will be in August 2013 before school is in session to increase involvement from students at surrounding schools.

Marmalade Branch Library Update

Ms. Olsen updated the Board on the Marmalade project. The footprint of the building has been slightly decreased. There is currently a request for qualifications for a developer for the rest of the lot; Ms. Ehrman and Ms. Olsen will serve on that selection committee. The steering committee will go on hiatus and a staff committee will be formed to review the layout, furniture, fixtures, and equipment.

Marmalade Library Budget Adjustment

Ms. Chilelli moved to amend the Marmalade branch construction budget by adding \$47,000 for engineering review fees and reducing the collections budget from \$1.2 million to \$800,000. Ms. Thornhill seconded the motion, which passed unanimously.

FINANCE REPORT

Financial Statement Review

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

IX. STRATEGIC PLAN/OPERATIONS REPORT

Operations Report

Ms. Steed reviewed the operations report with the Board.

Youth Job Fair: The annual Youth Job Fair was held at Main; nearly 300 teens and young adults attended as well as more than 50 employers.

The World's Strongest Librarian: Josh Hanagarne, author of *The World's Strongest Librarian*, and Librarian on Level 3, shared his experience of his battle with Tourette's, his love of books, and his life here at the Salt Lake City Public Library on May 16 in the Main Library Auditorium with a reception and book signing afterward sponsored by the Friends of the Library.

Summer Reading Programs: Ms. Steed discussed the summer reading programs for Adults, Teens, and Children.

Retagging Project: All materials in the Branches, Children's Library, and third floor of the Main Library have been tagged. Throughout May, each floor of the Main Library will close for approximately four days for retagging.

Award for Communications: The Communications department received an award from the American Institute of Graphic Artists for the Library's design work, specifically for Andrew Shaw's work on the new design of the events calendar.

Dashboard

Ms. Hancock presented April's dashboard.

X. OTHER

No other business.

XI. ADJOURN

Ms. Olsen moved to adjourn the meeting. Ms. Chilelli seconded the motion, which passed unanimously. The meeting adjourned at 5:07pm.

UPCOMING SCHEDULE

The Salt Lake City Public Library Board of Directors will hold a special meeting on Friday, May 24, 2013, at 11:30am in the Main Library Boardroom, 210 East 400 South.

The next regular Board meeting will be held on Monday, June 24, 2013 at 4:00pm in the Main Library Boardroom, 210 East 400 South.