

**The Salt Lake City Public Library Board of Directors held their annual Board retreat on Friday, July 12, 2013 at 11:30am 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 Chilelli; Pete Giacoma; Elizabeth Gupta, Ella Olsen; and Amanda Thorderson.

Additional staff in attendance: John Spears, Executive Director; Tommy Hamby, Administrative Assistant; and Paula Singer acting as facilitator from the Singer Group.

**I. CALL TO ORDER**

Mr. Werner called the meeting to order at 11:35am.

**II. GETTING TO KNOW YOU**

Mr. Werner welcomed Amanda Thorderson as an official Board member.

The Board reviewed the Library's mission statement, which reads:

*The City Library is a dynamic civic resource that promotes free and open access to information, materials, and services to all members of the community to advance knowledge, foster creativity, encourage the exchange of ideas, build community, and enhance the quality of life.*

Each Board member shared their aspirations for the Library and Salt Lake City and discussed why they joined the Board and how their role as a Library Board member fits the mission of the Library. The Board members also shared their strengths, skills, and professional backgrounds.

**III. RESPONSIBILITIES OF THE BOARD/DIRECTOR/PRESIDENT & EXECUTIVE COMMITTEE**

The Board broke into two groups to discuss the roles of the Director, Board, President, and Board committees, specifically related to the following: governance and board development, planning, personnel, policies, budgeting and finances, fundraising, evaluation of programs and services, collection development, continuing education, mission, programs and services, legal and ethical integrity, advocacy, public relations, supporting and evaluating the director, recruiting/terminating the director, building a strong and engaged board, evaluating the performance of the Board, purchasing, communication within the Board and the Board with the Director, supporting the Friends of the Library, supporting staff, and Board nominations.

The Board discussed establishing procedures to review the Director that will be helpful and meaningful for Mr. Spears, including:

- Regular meetings with the Director – Formative meetings quarterly or biannually
- Evaluation forms from all Board members
- Self-evaluation
- Performance plan

The Board discussed developing a new Board committee structure. Based on this discussion, the Executive Committee will provide a recommendation on an updated committee structure by the August Board meeting

The Board reviewed Mr. Spears' transition list, which was developed by Mr. Werner and Ms. Hamilton to offer Mr. Spears tasks and goals to work on during his first three months, six months, and year. The Board discussed adding other items; Mr. Werner asked that the Board provide additional comments or suggestions by July 31.

**IV. ADJOURN – ACTION ITEM**

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