

The Salt Lake City Public Library Board of Directors held their monthly meeting on Monday, July 22, 2013 at 4:00pm in the Main Library Boardroom, 210 East 400 South, Salt Lake City, Utah.

Those in Attendance

Emilie Charles, Vice President; Denise Thornhill, Secretary; Luana Chilelli; Pete Giacoma; Ella Olsen; and Amanda Thorderson. President Kevin Werner and Elizabeth Gupta were excused. Additional staff in attendance: Jace Bunting, Finance Manager; Deborah Ehrman, Associate Director; Tommy Hamby, Administrative Assistant; Andrew Shaw, Acting Communications Manager; John Spears, Executive Director; and Patty Steed, Associate Director. Representatives from Salt Lake City: Paul Nielson, City Attorney.

I. CALL TO ORDER

Ms. Charles presided in Mr. Werner's absence; the meeting was called to order at 4:00pm.

II. APPROVAL OF MINUTES

Ms. Olsen moved that the minutes of the June 24, 2013 Board meeting be approved as written. Ms. Chilelli seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND PUBLIC COMMENT

No Public Comment.

IV. OLD BUSINESS

No Old Business.

V. NEW BUSINESS

Library Service Managers Introduction

Ms. Ehrman introduced Liesl Johnson, Children's Services Manager; Errin Pedersen, Adult Services Manager; and Brooke Young, Teen Services Manager. In March 2013, the Library reassigned Program Managers to Service Managers to align with the Mayor's Capital City Education Plan. Each service manager gave a brief overview of their programming plan for the Library.

Proposed Exception to Merit Increases, FY2013-14

Mr. Spears reviewed the proposed exception to merit increases included in the Employee Handbook for fiscal year 2013-14. Ms. Olsen moved that the Board approve the exception to merit increases for fiscal year 2013-14 included in the Employee Handbook. Ms. Chilelli seconded the motion, which passed unanimously.

VI. BOARD PRESIDENT'S REPORT

Transition List

Ms. Charles reminded the Board to review the lists of tasks for Mr. Spears and provide feedback to Mr. Werner by July 31.

Board Vacancy

Mr. Werner discussed the single vacancy on the Board with David Everitt, Mayor Becker's Chief of Staff who is interested in increasing minority representation on the Board. Mr. Werner is aware of a potential Board member on the east side.

Friends of the Library

Mr. Werner and Mr. Spears met with the Friends' former President Suzy Dailey, newly elected President Mick Collins, and Vice President Debbie Downs. They discussed increasing communication between the Board and Friends with possible semiannual reports.

VII. LIBRARY DIRECTOR'S REPORT

Mr. Spears has been visiting all Library branches and departments to get to know staff and will be attending all staff meetings over the next month.

VIII. BUILDINGS AND GROUNDS REPORT

Glendale Branch Library Update

Mr. Giacomina updated the Board on the Glendale Library project. The Salt Lake City Arts Council has selected an interior and exterior artist; they have not announced their selection. The Steering Committee is reviewing cost reduction options. The Library will be publishing a bid notice for contract services in the next two months, and the Committee will review bids in mid-September.

Marmalade Branch Library Update

Ms. Olsen updated the Board on the Marmalade Library project. The site plan is under development and currently includes a water feature. There is some concern about the impact of a water feature on the Library, which will be the only public building on the block. The Library will enter into a homeowners' agreement to determine the maintenance costs, which will probably be higher than other branches. Members of the Steering Committee are working with site planners to ensure that materials and plants are chosen that won't be expensive to maintain. The appraisal for the Marmalade land came in at \$465,000. The Technical Committee is meeting regularly to discuss furniture, fixtures, and opening day collections. Ms. Ehrman reviewed the timeline for approval of the bonds.

FINANCE REPORT

Financial Statement Review

Mr. Bunting reviewed June's financial report with the Board. June is the end of the Library's fiscal year; Mr. Bunting explained that the financial report is fluid to account for June statements coming in July.

IX. STRATEGIC PLAN/OPERATIONS REPORT

Operations Report

Ms. Steed reported that the summer reading programs for children, teens, and adults have been successful. Specifically, Teen programs, including Build Your Own Terrarium and a zombie makeup tutorial were well attended.

Staff have been invited to participate in online trainings for practical technology skills; those who complete three courses will receive a limited-edition Library t-shirt.

All staff are busy preparing for the implementation of Polaris, which goes live on August 22.

Jennifer Briggs, RFID Project Manager, is working closely with contractors to complete the renovations for the automated handling equipment and self-checkout machines. Work is underway at the Circulation Department at the Main Library, Day-Riverside, Foothill, and Sprague. Staff continue to provide excellent public service around all of the dust and rearranged desks. Ms. Charles thanked the Communications Department for publicizing all the changes and suggested that they include the information in other languages.

Dashboard

Mr. Shaw presented June'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 5:08pm.

UPCOMING SCHEDULE

The Salt Lake City Public Library Board of Directors will hold their regular meeting on Monday, August 26, 2013, at 4:00pm in the Main Library Boardroom, 210 East 400 South.