

**The Salt Lake City Public Library Board of Directors held their monthly meeting on Monday, August 26, 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; Denise Thornhill, Secretary; Luana Chilelli; Pete Giacoma; and Amanda Thorderson. Elizabeth Gupta and Ella Olsen were excused. Additional staff in attendance: Frances Brummett, Circulation Manager; Jace Bunting, Finance Manager; Deborah Ehrman, Associate Director; Tommy Hamby, Administrative Assistant; Andrew Shaw, Acting Communications Manager; and John Spears, Executive Director. Representatives from Salt Lake City: Paul Nielson, City Attorney; and Russell Weeks, Salt City Council Policy Analyst.

**I. CALL TO ORDER**

Mr. Werner called the meeting to order at 4:01pm. Mr. Werner moved that *New Business: Retail Advisory Committee Recommendation* be moved to later in the meeting. Ms. Chilelli seconded the motion, which passed unanimously.

**II. APPROVAL OF MINUTES**

Ms. Thornhill moved that the minutes of the July 12, 2013 annual Board retreat be approved as written. Ms. Chilelli seconded the motion, which passed unanimously.

Ms. Thornhill moved that the minutes of the July 22, 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**

*Policy Update: REF2 Materials Delivery Service*

Ms. Ehrman and Ms. Brummett reviewed the changes to REF2: Materials Delivery Service.

Mr. Giacoma moved that the Board approve the revision to REF2: Materials Delivery Service. Ms. Thorderson seconded the motion, which passed unanimously.

**VI. BOARD PRESIDENT'S REPORT**

Board vacancy update – There continues to be a vacancy on the Board.

The Executive committee met on August 22, 2013 and will be meeting regularly a week and a half before future Board meetings to review agenda items and other issues.

Director Performance plan – Mr. Werner is finalizing the transition list that will be used as a way to track accomplishments and progress but also to help keep the Board (and especially the Executive Committee) up to speed.

Committee structure – The Finance Committee chair should meet with Mr. Bunting and Mr. Spears to develop a plan for the committee, the Policy Committee is on hold pending policy review, and the charge of the Strategy Committee requires further dialogue.

The Annual Board Luncheon is tentatively scheduled for Friday, October 4 from 5:30-7:30pm. Ms. Charles, Ms. Olsen, and Mr. Hamby will be planning.

## **VII. LIBRARY DIRECTOR'S REPORT**

### *ILS/RFID Transition*

Although the entire staff deserves credit for the success of ILS migration and RFID conversion, these projects would not have been possible without the leadership of Pam Anderson, ILS Project Manager; Jennifer Briggs, RFID Project Manager; Frances Brummett, Circulation Manager; Amy Roberts, Circulation Specialist; Aaron Bentley, SLC IMS Software Support Manager; Patty Steed, Associate Director; Debbie Ehrman, Associate Director; Andrew Shaw, Acting Communications Manager; and Brian LaRue, SLC IMS. Mr. Spears noted that there have been some issues with the new systems that the Library is working to resolve.

### *Volunteers of America*

Mr. Spears and Ms. Ehrman met with Rob Weseman, Homeless Services Division Director for VOA to discuss extending the hours that the Library Engagement Team is available to Library patrons.

### *Suicide Prevention*

Mr. Spears, Ms. Chapman, Ms. Ehrman, and Ms. Steed met with Steve Crane of VCBO to discuss Main Library suicide prevention recommendations that were developed alongside representatives from the University of Utah Neuropsychiatric Institute. The Library will be exploring funding for retrofitting the building.

## **VIII. BUILDINGS AND GROUNDS REPORT**

### *Glendale Branch Library Update*

Mr. Giacomini updated the Board on the Glendale Library project. Paul Ernst of the Library project management team did a walkthrough of project plans with prospective contractors; bids are due August 28, 2013 and will be reviewed and awarded by Salt Lake City. A pre-groundbreaking with local students will take place after the contract has been awarded. A date for the formal groundbreaking has not been set.

### *Marmalade Branch Library Update*

Ms. Ehrman updated the Board on the Marmalade Library project. Design development documents should be available in September for contractors to review and bid on. The bond is still in process. Ms. Ehrman and Ms. Olsen serve on the Site Development Review Committee and have reviewed the qualifications of developers that have applied to develop other parcels on the site.

## **FINANCE REPORT**

### *Financial Statement Review*

Mr. Bunting reviewed July's financial report.

**IX. STRATEGIC PLAN/OPERATIONS REPORT**

*Dashboard*

Mr. Shaw reviewed July's dashboard.

*Operations Report*

*After the meeting adjourned, Ms. Ehrman gave the Board a tour of the newly remodeled circulation department and the automated sorter.*

**X. NEW BUSINESS, CONT.**

*Retail Advisory Committee Recommendation*

Ms. Chilelli moved that the Board enter into closed session in keeping with Utah Code sections 52-4-204 and 52-4-205 to discuss the purchase, exchange, or lease of real property. Mr. Werner seconded the motion, which passed unanimously.

Mr. Giacoma moved to reconvene to open session. Mr. Werner seconded the motion, which passed unanimously.

Ms. Chilelli moved that the Board accept the Retail Advisory Committee's recommendation for a new tenant to fill the vacant space on Library Square and authorize Library Administration to enter into lease negotiations. Ms. Thorderson seconded the motion, which passed unanimously.

**XI. OTHER**

No other business.

**XII. ADJOURN**

Mr. Giacoma moved to adjourn the meeting. Ms. Chilelli seconded the motion, which passed unanimously. The meeting adjourned at 5:06pm.

**UPCOMING SCHEDULE**

The Salt Lake City Public Library Board of Directors will hold their regular meeting on Monday, September 23, 2013, at 4:00pm in the Main Library Boardroom, 210 East 400 South.