

The Salt Lake City Public Library Board of Directors held their monthly meeting on Monday, September 23, 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; Pete Giacoma; and Amanda Thorderson. Luana Chillelli, Ella Olsen, and Kevin Werner were excused.

Additional staff in attendance: Jace Bunting, Finance Manager; Shelly Chapman, Human Resources Manager; Deborah Ehrman, Associate Director; Tommy Hamby, Administrative Assistant; Mary Anne Heider, Chapman Manager; and John Spears, Executive Director.

Salt Lake City Representatives: Russell Weeks, Salt Lake City Council Policy Analyst

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Ms. Thorderson moved that the [August 26, 2013 Board meeting minutes](#) be approved as written. Ms. Thornhill seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND PUBLIC COMMENT

No Public Comment.

IV. OLD BUSINESS

No Old Business.

V. NEW BUSINESS

[Downtown Master Plan](#)

Molly O'Neill Robinson, Project Manager for the Downtown Master Plan, briefed the Board on the status of the project including the public engagement process, state of the draft vision statement and principles, and upcoming opportunities for public involvement. All information about the project may be found online at www.downtownplanslc.com. The study area for the plan is south of North Temple to 900 South and west of 200 East to I-15.

[The Future of the Chapman Branch](#)

Ms. Heider briefed the Board on the future of the Chapman branch as it relates to the opening of the new branches in Glendale and Marmalade. Mr. Giacoma noted that if the Library is committed to keeping Chapman open, significant investment should be made to improve and maintain the building and grounds. Mr. Weeks noted that Salt Lake City plans to increase public transit within walking distance from Chapman.

VI. BOARD PRESIDENT'S REPORT

Ms. Charles reported that Elizabeth Gupta has officially resigned from the Board.

The Board will be hosting an event on Friday, October 4 from 5-7pm in the Main Library Boardroom. Former Board members, community leaders and partners, the Friends of The City Library board, and Library managers have been invited.

VII. LIBRARY DIRECTOR'S REPORT

The Library is currently focused on working through the changes brought about by the migration to Polaris and the installation of the self-service machines, and security gates. Installation of software, exploration of the operational changes necessary to realize the expected efficiencies, and the establishment of the protocols necessary to allow for communication between the many players involved in Library services (Polaris, 3M, materials vendors, financial institutions, etc.) are ongoing. IMS is providing invaluable assistance in working through these issues. Although resolving these issues has absorbed the majority of staff time, several other items of note are:

- The auditors were here from September 4 through September 13. The primary issues identified were the need to reconcile the inclusion/exclusion of various buildings and properties on the Library's fixed asset list with public records (currently in progress at both the Library and the City) and the treatment of the Norma B. Anderson Annuity. It should be noted that Mr. Bunting's efforts on ensuring a smooth audit have been exemplary.
- The Bicycle Collective has informed the Library that they are removing themselves from consideration as a permanent tenant for Main's vacant storefront. They are interested in exploring other ways in which they could partner with the Library. Although issuing another RFP is a possibility, Library administration has been approached by community organizations and government entities with proposals for how else the space may be utilized.
- Several factors (the length of holds lists, the reduction in materials expenditures, the unavailability of popular materials, etc.) have called the Library's current loan periods into question and Library staff are currently examining best practices in other libraries and the Library's usage patterns to determine if current loan periods should be adjusted. A recommendation will be presented to the Board after all aspects of this issue have been adequately explored.
- The Library is still exploring funding for incorporating architectural features that will prevent suicides at the Main Library. Library staff, VOA staff, and security personnel prevented an attempted suicide on September 22.

VIII. BUILDINGS AND GROUNDS REPORT

Glendale Branch Library Update

Mr. Giacoma updated the Board on the Glendale Library project. The City will soon be submitting the construction contract for the Glendale contractor to the Library. The contract for one of the interior artists is awaiting completion.

Marmalade Branch Library Update

Ms. Ehrman updated the Board on the Marmalade Library project. The Marmalade Technical Committee is meeting regularly with Kevin Blalock to review final plans so that they may go out to bid.

FINANCE REPORT

Financial Statement Review

Mr. Bunting reviewed August's financial report.

IX. STRATEGIC PLAN/OPERATIONS REPORT

Operations Report

Ms. Steed gave the operations report to the Board. Staff continues to work through the Polaris migration, self-service machines, and new materials handling.

Children's librarians are scheduled to visit more than 50 classes per month this year. Liesl Johnson, the Library's Early Literacy/Children's Service Manager, is this year's recipient of the Engaged Librarian Award; she was presented with this award at the UVU Forum on Engaged Reading's: For the Love of Reading Conference.

The Library had a booth at Salt Lake Comic Con and heard many positive comments about the Library.

The Library is recruiting teens for a Teen Advisory Board. All Salt Lake City teens are invited to apply. The annual Teens Write program kicks off this month, which has been a successful partnership with the Community Writing Center.

X. OTHER

No other business.

XI. ADJOURN

Mr. Giacoma moved to adjourn the meeting. Ms. Thorderson seconded the motion, which passed unanimously. The meeting adjourned at 5:33pm.

UPCOMING SCHEDULE

The Salt Lake City Public Library Board of Directors will hold their regular meeting on Monday, October 28, 2013, at 4:00pm in the Main Library Boardroom, 210 East 400 South.