

THE CITY LIBRARY BOARD OF DIRECTORS MEETING MINUTES • OCTOBER 24, 2016 • 4PM

ANDERSON-FOOTHILL BRANCH 1135 SOUTH 2100 EAST, SALT LAKE CITY, UT 84108

THOSE IN ATTENDANCE:

Emilie 'Mimi' Charles, President
Luana Chilelli, Vice President
Alberta Comer, Secretary
Jana Ostler
Cindy Kindred
Pete Giacoma

THOSE EXCUSED:

Denise Thornhill
Deeda Seed

ADDITIONAL STAFF IN ATTENDANCE:

Peter Bromberg, Executive Director
Debbie Ehrman, Deputy Director
Lisa Curt, Asst. Director for Main
Patty Steed, Asst. Director for Neighborhood
Services
Shelly Chapman, Human Resources Manager
Andrew Shaw, Communications Manager
Jace Bunting, Finance Manager

Jennifer Beaty, Administrative
Assistant
Ryan Cunningham, Internal
Communications Specialist
Mark Kittrell, Salt Lake City
Attorney
Russell Weeks, Board Liaison

Michele Widera, Anderson-Foothill
Branch Manager

I. CALL TO ORDER

Ms. Charles called the meeting to order at 4:00pm. Ms. Charles welcomed Ms. Kindred to the Board. Ms. Kindred introduced herself and expressed her excitement to be working on the Board.

II. APPROVAL OF MINUTES

Mr. Giacoma moved that the [August 22, 2016](#) Board Meeting Minutes be approved as written. Ms. Chilelli seconded the motion. Ms. Chilelli asked that the wording under the "Other" Section be removed from the August 22, 2016 minutes as the Board did not consider a motion to go into a closed meeting. The motion to approve the minutes with the amendment passed unanimously.

Ms. Chilelli moved that the [September 26, 2016](#) Board Meeting Minutes be approved as written. Ms. Ostler seconded the motion. Ms. Chilelli asked that the wording under "Other" Section be removed from the September 26, 2016 minutes as the Board did not consider a motion to go into a closed meeting. The motion to approve the minutes with the amendment passed unanimously. Ms. Comer abstained.

III. COMMUNICATIONS AND PUBLIC COMMENT

No public comments.

IV. BOARD PRESIDENT'S REPORT

Ms. Charles informed the Board that Nate Salazar has resigned from the Board of Directors. Pete Giacoma has also submitted his resignation, and will stay on until a replacement is found not to exceed November. Ms. Charles will work with Mr. Bromberg and Mayor Biskupski to find replacements.

V. LIBRARY DIRECTOR'S REPORT

Mr. Bromberg has been focusing on engaging with the staff, community, government officials, and having internal conversations with the Executive Leadership Team and managers. His goal is to develop a healthy understanding of the organizational reality. Mr. Bromberg will be meeting with Board members individually starting in December.

Mr. Bromberg attended a Director's Orientation and the State Library's Director's Summit in Heber. He has also attended some programming and activities at the Branches including the 20th Anniversary at Day-Riverside Branch, Political Buffet at the Marmalade Branch, and the Utah Book Award and Sor Juana Award and the Performance Art Festival at the Main Branch.

Mr. Bromberg discussed the updates the Library has made with its wireless infrastructure. XMission has

been providing free service, but the Library can now maintain it's own wireless. XMission has started removing their equipment from the Library.

The Digital Inclusion Fellowship funded by the Nonprofit Technology Network (NTEN) and Google Fiber is working on setting up Digital Literacy classes with a focus on the West side and making Discovery Kits (which may include Chromebook, hotspot, management software, warranty on hardware, mouse, kit case, and an outline to achieve individual set goals). The Fellowship also developed Tech League which is the Library's initiative to build a more digitally inclusive community through information, workshops, events, and classes (slcpl.org/techleague).

Mr. Bromberg suggested moving the time of Board Meetings from Mondays at 4:00 PM to a day and time later in the week. He is concerned that Mondays are a hard day for people to attend meetings and 4:00 PM is a time that the public could not reasonably attend if they work full-time jobs. Ms. Charles said that the Board has switched the meeting times in the past and would be willing to do a poll with the Board members to see if other times would work better.

Ms. Curt reported on the First Folio which is in its last week of exhibition. On average, just under 300 visit on Saturdays and between 100-150 on Sundays and weekdays. The Library is seeing a lot of people coming in from small towns from Utah, Wyoming, and Idaho. The Lt. Governor Spencer Cox visited last Wednesday. The programs have also been well attended.

Ms. Curt updated the Board on the landscaping project that is scheduled to be completed at the end of this month. They have been installing a sprinkler system, and metal edging in geometric shapes, and are getting ready to pour concrete for a ramp.

Ms. Curt also reported on the carpeting project at the Main Library. The first phase of the project which includes the public area on Level 1 (Children's Area and Meeting Rooms), and the first and second floors, is almost completed. The second phase will be started in the Spring.

- A. Ms. Widera presented the [Branch Manager Report](#). Ms. Widera updated the Board on some programs at Anderson-Foothill including Book Babies, Storytime, and Sensory Storytime. They are also developing Minecraft programming for kids.

A former children's Associate Librarian, Hyunjin Han, published an article for ALSC (Association for Library Service to Children) about the University Village Student Housing Block Party that Anderson-Foothill participates in each year.

<http://www.alsc.ala.org/blog/2016/10/welcome-neighbor-block-parties-public-libraries/> .

The Utah Educational Savings Plan (UESP) sponsored a "Book Your Summer" sweepstakes. A patron from Anderson-Foothill won the prize of a \$1,000 scholarship account, and the branch will receive \$500.

- B. Ms. Chapman presented the [Personnel Statistics Report](#). She would like to use statistical data to better understand staffing needs.

Ms. Comer asked how the new Fair Labor Standards Act regulations from the Department of Labor has impacted the Library. Ms. Chapman responded that it could have budget implications due to overtime pay and could redefine some employees' work weeks.

- C. Mr. Shaw presented the [Press Mentions](#).
- D. Mr. Bunting presented the [Financial Dashboard](#) and [Financial Statement](#). He reviewed the first quarter of the FY2017 budget and explained why some of the numbers in the report may not reflect that the Library is doing well. These reasons include: database charges are paid upfront for the fiscal year, October is typically the month the Library is cash poorest, the RDA rebate money will not come until April or May, the charges for services are skewed until the Library receives a reimbursement check from the Friends of the Library store, and

fine payments are down. Mr. Bunting believes fine payments are down due to credit card machines not working.

VI. OLD BUSINESS

Ms. Ehrman requested that the Board approve the [Amphitheater Revisions: Amendment to Building Use Agreement](#) as recommended, authorize the Library Administration to work with Salt Lake City's Office of the Mayor for review and approval of the Amendment, and bring back the agreed upon Amendment to the Library Board for further action. The amendment will extend the Library's patron rules of conduct to the amphitheater. Ms. Ehrman thanked Mark Kittrell and Jason Oldroy for their help in drafting the wording for the amendment.

Mr. Giacoma moved that the Salt Lake City Public Library Board approve the Amendment to the Building Use Agreement as recommended, authorize the Library Administration to work with the the Salt Lake City's Office of the Mayor for review and approval of the Amendment, and bring back the agreed upon Amendment to the Library Board for further action. Ms. Chilelli seconded the motion, which passed unanimously.

VII. NEW BUSINESS

- A. Ms. Ehrman presented the [Budget Amendment Project List](#). The Executive Leadership Team decided that Ms. Chapman would begin the Compensation Study process in house without a consultant and complete the study by January, 2017. Ms. Chapman will utilize several available compensation surveys from the library field as well as local data. The ELT plans to submit a staff compensation recommendation in the FY18 budget. The Library administration also plans to budget funds for a Staff Compensation/Utilization consultant in FY18 for consultation on adjustments to the compensation plan going forward and for a staff utilization survey. This proposed change to the list will enable the Library to budget \$60,000 for a Strategic Plan consultant for this fiscal year.

Mr. Giacoma moved that the Salt Lake City Library Board approve the Budget Amendment Project List as proposed to increase the Capital Projects Fund and General Fund by \$998,500 as presented to the Board on October 24, 2016. Ms. Kindred seconded the motion, which passed unanimously.

- B. Ms. Steed presented the [Day-Riverside Capital Budget Reallocation Request](#) which would move money from the book truck budget to replace damaged furniture.

Ms. Ostler moved to reallocate \$7,000 from book trucks to furniture replacement at the Day-Riverside Branch. Ms. Chilelli seconded the motion, which passed unanimously.

- C. Mr. Bromberg asked the Board to approve a motion to have the Board President and Vice President sign a resolution thanking Pete Ashdown, the CEO of XMission, for his service to the Library. Mr. Ashdown will be invited to the November Board Meeting to be presented with the resolution.

Ms. Chilelli moved that the Library Board authorize the Board President and Vice President to sign a resolution expressing appreciation to Pete Ashdown and XMission. Ms. Kindred seconded the motion, which passed unanimously.

- D. Mr. Bromberg presented a [Test Proctoring Policy Change](#) to the Board for approval. The policy change was separating procedure from policy. The wording of the policy did not change.

Ms. Chilelli moved that the Salt Lake City Public Library Board approve the policy change to the Test Proctoring Policy as written. Ms. Ostler seconded the motion, which passed unanimously.

VIII. OTHER

There was no other business.

IX. ADJOURN

Ms. Kindred moved to adjourn the meeting. Ms. Chilelli seconded the motion, which passed unanimously. The meeting adjourned at 5:39 PM.

UPCOMING SCHEDULE

November Board Meeting – Monday, November 28, 2016, 4pm, Corinne and Jack Sweet Branch, 455 F Street, Salt Lake City, UT 84103

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