

**The Salt Lake City Public Library Board of Directors held their monthly meeting on Monday, October 28, 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 Ella Olsen. Amanda Thorderson was excused.

Additional staff in attendance: Frances Brummett, Circulation Manager; Jace Bunting, Finance Manager; Shelly Chapman, Human Resources Manager; Deborah Ehrman, Associate Director; Tommy Hamby, Administrative Assistant; Andrew Shaw, acting Communications Manager; John Spears, Executive Director; and Patty Steed, Associate Director.

Salt Lake City Representatives: Paul Nielson, Attorney; and Russell Weeks, Salt Lake City Council Policy Analyst

**I. CALL TO ORDER**

Mr. Werner called the meeting to order at 4:00pm.

**II. APPROVAL OF MINUTES**

Ms. Thornhill moved that the [September 23, 2013 Board meeting minutes](#) be approved as written. Ms. Chilelli seconded the motion, which passed unanimously.

**III. COMMUNICATIONS AND PUBLIC COMMENT**

Mr. Werner noted that he has received two emails from patrons: one dealing with Library computer privacy and one dealing with Christmas trees in the Library. Library administration is crafting responses.

**IV. OLD BUSINESS**

No Old Business.

**V. NEW BUSINESS**

*City Use of Retail Space Formerly Occupied by Night Flight Comics*

Ann Ober, Administrative Services Director, Salt Lake City Corporation visited the Board to discuss the use of the vacant tenant space at Main as the administrative offices for the Youth and Family services. It would house three employees and space for existing YouthCity teen programming. Ms. Ober is working on this project with Gina Chamness.

*Polaris Users Group (PUG) Report*

Frances Brummett, Circulation Manager, visited the Board to report on the PUG conference she attended with Aaron Bentley, Salt Lake City IMS and Becky Butler, Technical Services manager. This conference gave Polaris libraries a chance to share information on best practices and use of the various software options. Polaris staff were on site to take note of enhancements recommended by attendees. Polaris partners (such as 3M) were also at the conference exhibiting new products and upgrades.

[Policy Revisions: CIR4 Loan/Fine Schedule, CIR6 Renewals](#)

Mr. Spears reviewed this suggested revision to policy, which changes the loan periods for library materials. These changes were developed through conversations with selectors, managers,

administration, as well as a survey of other libraries. The Board will consider adopting these revisions at the November Board meeting.

Mr. Giacomini asked about the possible financial ramifications of the proposed policy to allow patrons with unverified address to check out 13 items. Mr. Spears responded that while the administration was comfortable with the proposal, he would run historical loss numbers prior to the next board meeting.

## **VI. BOARD PRESIDENT'S REPORT**

The Executive Committee met earlier this month. Among other agenda items, it discussed the instrument that the Board will use to evaluate Mr. Spears' performance. Mr. Werner developed a draft of the instrument and has shared with Executive Committee. Mr. Werner is awaiting feedback from Mr. Spears and then will share with the full Board for feedback. The performance appraisal will tentatively take place in late-spring or early summer 2014.

At its next meeting, the Executive Committee will review Mr. Spears task/goal list that the Board developed for Mr. Spears. In particular, it will discuss the goals for his first three months at the Library.

The Library Board has two vacancies, which the Mayor's office is actively seeking to fill. Mr. Werner thanked all former and current Glendale Steering Committee members for the successful groundbreaking on Friday, October 25.

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

The Main Library was included in a French book of prestigious libraries.

The Main Library was broken in to twice in October. Some money was stolen from a tenant; in total, three glass doors were broken. Library administration is considering posting a security guard at the Main Library at all hours.

*ILS Migration:* There are issues associated with the migration to Polaris that Library is actively working on, including some concerns expressed by patrons and staff about the public access catalog (PAC), the Library's mobile app, and the ability to pay fines at the self-checkout machines.

*Staff Training:* During the lead up to the migration, staff training was largely focused on preparing the staff for Polaris, and although training staff on how to best use the new ILS will remain a priority, training efforts have largely resumed in other areas of operations. René Vallières, Training and Organizational Development Manager, has developed videos that demonstrate how to perform common tasks in Polaris in five-minute videos.

Staff Development Day is scheduled for November 11, from 8:15am to 5:00pm at the Main Library; Board members are encouraged to attend. David Bendekovic, the creator of *Library Journal's* "Lead the Change" program, will present an abbreviated version of this program during the first half of the day, followed by two breakout sessions and staff awards in the afternoon. Dozens of managers and staff members will attend the full "Lead the Change" program at the Salt Lake County Library on October 29.

*Planning for Level One:* A working group of Library administration, departmental managers, and front-line staff has been assembled to examine the use of space on the first floor of the Main Library. This has been an iterative process; six potential plans have been developed, with staff

input, by Michael Nordenstrom, a Circulation Associate with a background in design who was a part of the team that chose the architect for Main.

*IndieFlix:* On Saturday, October 19, the Library began offering IndieFlix, a new service that allows our patrons unlimited streaming of independent films and shorts. This service will complement Hoopla, a service available to our users through Salt Lake County Library that provides streaming of mainstream and large studio films. In addition, IndieFlix offers over 50,000 individual audio tracks by independent artists.

*Lynda.com:* The City Library is a beta test site for this website that offers skills building training. It has been successfully tested with staff and may be offered to the public.

*Friends of the Library Booksale:* The biannual Book Sale ran from Thursday, October 10 through Tuesday, October 15 at the Main Library. Preliminary sales figures indicate that the Friends raised approximately \$33,000 during this six-day event, and over 400 hours of volunteer time were logged in September in preparation.

*Suicide Prevention:* A patron who was apprehended after threatening to jump off the Main Library has been suspended, though there has been no report of him attempting to enter the building again.

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

### *Glendale Branch Library Update*

Mr. Giacomini updated the Board on the Glendale Library project. Approximately 200 people showed up to the groundbreaking, which is anticipated to open in fall 2014.

### *Marmalade Branch Library Update*

Ms. Olsen updated the Board on the Marmalade Library project. Site development is nearing completion. The Technical committee is regularly meeting to review plans. The bonding process is underway and has been sent to City Council. The bond funds will be received in February.

## **FINANCE REPORT**

### *Financial Statement Review*

Mr. Bunting reviewed September's financial report.

## **IX. STRATEGIC PLAN/OPERATIONS REPORT**

Ms. Ehrman reviewed the [Operations Report](#) with the Board.

*Early Literacy and Children's Services:* Librarians have been visiting Salt Lake City schools; by the end of October they will have already participated in several literacy events at elementary schools. The preschool outreach story times have begun and hundreds of kindergartners have begun to visit their local branch as part of the visits for Buddies of the Library (a program sponsored by the Friends of the Library). Halloween-themed events have been planned at Sprague on Friday, October 25, from 7-8:30pm and Chapman on Wednesday, October 30 from 7-9:00 pm.

*Teen Services:* During the week of October 14-19, in support of Teen Read Week, Teen Services ran a social media contest. The Chess Club meets in the Level 2 Canteena on the third Tuesday of the month and has been well-attended by a loyal group of teen chess fans. The Teen Advisory Board application process is still open and Teen Services is excited to get started on building that group.

*Adult Services:* Upcoming events with sponsorship from Adult Services are the Haunted Library: The Nightmare Before Halloween at Chapman Branch, Wednesday, October 30, 7-9:00pm; a Trick or Treat event in partnership with the SLC Public Safety, Salt Lake City corporation, and the Main Library is planned for Thursday, October 31, 2-5:00pm; the Tenants at Library Square will be participating along with Library staff in handing out goodies to Halloween revelers in the Urban Room and first floor of the Main Library.

Jared Diamond, author of *Guns, Germs, and Steel* and *The World Until Yesterday*, will be speaking at the Main Library on November 14 at 7:00pm in the auditorium.

*Public Technology Training:* Gwen Page participated on a panel at the Utah Broadband Summit in Provo, Utah on Thursday, October 24 with other Wasatch Front libraries that receive internet connectivity from the Utah Education Network (UEN).

*Broadband Adoption, Maximizing the Impact of Public Computing Centers:* Libraries have become critical public access points for patrons who lack residential Internet service. Patrons frequently use computers at Utah's libraries and aboard Utah's Bookmobiles to fill out government forms, job applications, and even start businesses. This session at the Utah Broadband Summit discussed how public libraries are providing Internet to patrons across Utah.

#### *Dashboard*

Mr. Shaw reviewed [September's Dashboard](#) with the Board.

#### **X. OTHER**

Mr. Nielson noted that the Library is invited to participate in Salt Lake City's emergency preparedness drills, which may include street closures that may affect the Main Library.

#### **XI. ADJOURN**

Ms. Thornhill moved to adjourn the meeting. Ms. Charles seconded the motion, which passed unanimously. The meeting adjourned at 5:20pm.

#### **UPCOMING SCHEDULE**

The Salt Lake City Public Library Board of Directors will hold their regular meeting on Monday, November 25, 2013, at 4:00pm in the Main Library Boardroom, 210 East 400 South.