

**The Salt Lake City Public Library Board of Directors held their monthly meeting on Monday, November 25, 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; Ella Olsen; and Amanda Thorderson.

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

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

Ms. Olsen moved that the [October 28, 2013 Board meeting minutes](#) be approved as written. Ms. Chilelli seconded the motion, which passed unanimously.

**III. COMMUNICATIONS AND PUBLIC COMMENT**

George Chapman visited the Board to thank Mr. Spears for allowing Christmas trees in the Library. *Note: Library Policy DIS4: Decorations (passed by the Library Board in January 2010) allows holiday decorations “as part of a display highlighting Library materials or programs.”*

**IV. OLD BUSINESS**

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

Ms. Olsen moved that the Board adopt the revisions to CIR4: Loan/Fine Schedule and CIR6: Renewals. Ms. Chilelli seconded the motion. Mr. Giacoma inquired about staff buy-in for this policy change. Mr. Spears explained that the new loan periods were developed with administration, managers, and selectors. After some discussion, the motion passed unanimously. This policy will go into effect on January 21, 2014.

**V. NEW BUSINESS**

[Budget Amendment A](#)

Mr. Bunting reviewed Budget Amendment A with the Board. This amendment increases the budget by \$82,140. Ms. Olsen moved to approve Budget Amendment A. Ms. Chilelli seconded the motion, which passed unanimously. This amendment will go before City Council for approval.

**VI. BOARD PRESIDENT'S REPORT**

The December Board meeting is scheduled for December 16, 2013.

*Board Vacancies:* Mr. Werner met with someone who is interested in serving on the Board. Messrs. Werner and Spears will be meeting on December 4 with David Everitt, Mayor Becker's Chief of Staff.

*Director Evaluation:* Mr. Werner met with Mr. Spears to review the proposed template and discussed goal list, which will be distributed to the Board for their input.

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

The Library financial audit will be sent to the Board Finance Committee in December and will be forwarded to the Board at the December or January meeting.

Mr. Spears has approved an emergency expenditure of approximately \$17,000 to repair the lighting circuit board in the Main Library auditorium, bypassing the bid process. State law allows expenditures over the \$15,000 threshold for emergency situations.

Mr. Spears attended the library directors' meeting hosted by *Library Journal* on November 19 in Chicago. The theme of the event was design thinking.

*Library Journal* designated The Salt Lake City Public Library a "five-star library" for the fifth year in a row.

The Library is considering subscribing to 3M's cloud service at the cost of \$35,000.

Erin Morris is the new Day-Riverside Library manager. Mr. Spears thanked Stephanie Costa for serving as the acting manager. Tessa Epstein of the Sprague Library has retired after 15 years of service; Mr. Spears thanked her for her service.

The Library posted the opening day collection request for proposals on November 20; submissions are due December 16, 2013.

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

### *Glendale Branch Library Update*

Mr. Giacoma updated the Board on the Glendale Library project. Foundations and footings are in place. Paul Ernst, the Library's project manager will be providing updates to the Board. Mr. Giacoma reviewed the public art request for proposals, which was administered by the Salt Lake Art Design Board. The Salt Lake Art Design Board, along with Library representatives, selected Michael Moonbird and Victoria Lyons for exterior artwork and Kathryn Stedham for interior artwork. Ms. Thorderson suggested that the artists selected be encouraged to work with Title 1 schools in the neighborhood.

### *Marmalade Branch Library Update*

Ms. Olsen updated the Board on the Marmalade Library project. The townhomes that are part of the site will be going up around the same time as the Library. The project is slightly over budget; the technical committee is reviewing workflow and reduction opportunities. The cost for moving the utility box on the southwest corner of the lot came in lower than expected; there is discussion about whether payment will come out of the Library or RDA budget.

## **IX. FINANCE REPORT**

### *Financial Statement Review*

Mr. Bunting reviewed [October's financial report](#) with the Board. The moneys that will be used to repair the Main Library auditorium lighting circuit board will come from the technology budget.

### *Finance Committee Report*

Ms. Chilelli gave a report of the Finance Committee's meeting on November 21. Mr. Spears noted three budgetary priorities identified by the committee: construction and operation of Glendale and Marmalade, which will both be opening during the 2014-15 fiscal year; compensation increases for employees; and Chapman centennial celebrations. The committee also reviewed the budget schedule, renovations to the Main Library (for suicide prevention), and strategic planning funds. Mr. Werner suggested that the Library identify an additional forward-looking priority related to the library's strategic plan or similar. During December and January, Library managers will be developing their 2014-15 fiscal year budget, including identifying capital improvement projects.

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

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

On November 2, the Day-Riverside Library hosted a celebration of Dia de Los Muertos.

On November 9, the Main Library hosted *LEAP into Science with a Good Book* to kick off KUED's 21<sup>st</sup> annual Reading Marathon along with the Library's LEAP into Science partners the American Chemical Society and Thanksgiving Point. This event included science demonstrations and hands-on science experiments; each child received a free book from KUED.

On November 14, best-selling author Jared Diamond spoke to a full auditorium (with an overflow crowd in the lower Urban Room Conference Center) about his book *The World until Yesterday: What We Can Learn from Traditional Societies*.

On November 23, Teen Services hosted over 260 attendees to celebrate the film release of *Catching Fire*, an adaptation of the second book of *The Hunger Games* series.

On November 25, the Main Library hosted approximately 400 people celebrating Diwali.

### *Dashboard*

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

### **XI. OTHER**

Mr. Spears and Mr. Werner wished the Board and staff a happy Thanksgiving.

### **XII. ADJOURN**

Ms. Thornhill moved to adjourn the meeting. Ms. Chilelli seconded the motion, which passed unanimously. The meeting adjourned at 5:05pm.

### **UPCOMING SCHEDULE**

The Salt Lake City Public Library Board of Directors will hold their regular meeting on a special day: Monday, December 16, 2013, at 4:00pm in the Main Library Boardroom, 210 East 400 South.