

THOSE IN ATTENDANCE:

Emilie Charles, President
Nate Salazar, Vice President

Pete Giacoma
Jana Ostler

Denise Thornhill

THOSE EXCUSED:

Luanna Chillelli, Secretary
Alberta Comer

Kevin Werner

ADDITIONAL STAFF IN ATTENDANCE:

Derek Braeden, Comm. Specialist
Shelly Chapman, HR Manager

Lisa Curt, Assistant Director
Debbie Ehrman, Deputy Director
Mark Kittrell, City Attorney

Patty Steed, Assistant Director for
Neighborhood Services

I. CALL TO ORDER

Ms. Charles called the meeting to order at 4:00pm.

II. APPROVAL OF MINUTES

Mr. Giacoma moved that the [November 23, 2015 Board Meeting Minutes](#) be approved as written; Mr. Salazar seconded the motion, which passed with 4 yeases and 1 abstention.

III. COMMUNICATIONS AND PUBLIC COMMENT

No public comments

IV. BOARD PRESIDENT'S REPORT

Ms. Charles informed the Board that Mr. Spears' last day will be January 15, having accepted the Director position at the Pikes Peak Library District. The Board will need to appoint an Acting Director from that point on. The Board's Executive Committee—consisting of Ms. Charles, Mr. Salazar, and Ms. Chillelli—recommends Debbie Ehrman be appointed as Acting Director until a new Executive Director is selected. Board will vote later in the agenda.

The Executive Director Search Committee will be chaired by Mr. Salazar, with Ms. Ostler, Ms. Comer, and Ms. Thornhill also serving. Ms. Chillelli will serve as an alternate in the case that a committee member cannot attend a meeting or interview during the process. Shelli Chapman, Human Resources Manager, will offer additional support. Former interim Director Linda Hamilton will be contracted as a facilitator and additional Search Committee member. Linda's role will be to help define what steps the Library needs to take, what effort (time commitments, etc.) to expect throughout the process. Linda was involved in the past Director search. Any internal candidates will be asked to recuse themselves from the advisory/search process.

Initial items to be determined via discussion amongst the full Board of Directors: timeline for hiring, search criteria, and qualifications that The City Library will be looking for in a new Executive Director. This will be a facilitated discussion, and Ms. Charles recommended that it be scheduled for the next Board Meeting, taking place January 25. Armed with the resulting information, Search Committee will then move forward with the search and selection process with the assistance of Shelly Chapman and Linda Hamilton.

Board discussed whether an additional Executive Session should be called in January for the purposes of fast-tracking the search and selection process. Board will poll members to see whether an Executive Session is a more appropriate setting for the next steps, and best possible dates/times to schedule said discussion.

V. LIBRARY DIRECTOR'S REPORT

Ms. Ehrman reviewed the details of Mr. Spears' [Director's Report](#), as well as delivering the news that long-time City Library librarian Judith Ireland passed away in late December.

24/7 Library Service

The complete Operations Plan information will be returned to the Board for a decision following the conclusion of the remaining internal steps outlined.

Strategic Planning/Turning Outward

Community Conversations have been conducted, with additional groups/conversations still need to be scheduled:

- Andrew Shaw and Patty Steed facilitated a Conversation with the Downtown Alliance
- Ms. Ehrman and Ms. Morris, Day-Riverside Branch Manager, facilitated a Conversation with the University of Utah Neighborhood Partners (UNP) Hartland Residents Committee, which consisted mainly of refugee residents from the Hartland area and active users of the UNP Hartland Partnership Center.

Additionally, The City Library has been conducting "Ask Exercises," at the Main Library and branches. The public has been somewhat hesitant in providing feedback within the "Ask Exercises," but common themes have already started to emerge. This process and the insights uncovered will inform the big picture Strategic Plan.

Fiscal Year 2017 Budget

Ms. Ehrman reviewed the details of Mr. Spears' Fiscal Year 2017 Budget, including the timeline schedule. FY17 Budget seeks to start setting aside specific funds on an ongoing basis to establish a sinking fund for future capital asset projects.

VI. NEW BUSINESS

A. Mr. Giacomini reviewed the details of the [Fiscal Year 2017 Finance Committee Priorities](#)

There was a question from Ms. Ostler as to whether the incremental collections budget (increasing from 15% to at least 17%) would go towards beefing up shortages in the current collection. Ms. Curt, Assistant Director, answered and confirmed that Salt Lake City is still experiencing a growing demand for electronic materials and resources, and that the increasing diversity of various material formats has required additional investment.

Ms. Charles asked whether the FY17 Finance Committee Priorities supercedes the FY16 Capital Projects / Capital Needs list. Mr. Giacomini confirmed that it does not. The FY16 projects are still budgeted for; the FY17 Priorities are in addition to the current FY16 projects.

Mr. Salazar moves that the Board adopt the Fiscal Year 2017 Finance Committee Priorities, Ms. Thornhill seconds the motion. The motion passes unanimously; the Board adopted the Fiscal Year 2017 Finance Committee Priorities.

B. Ms. Chapman reviewed the [Proposal for Public Employee Health Program \(PEHP\) Medical Insurance While on Long Term Disability \(LTD\)](#)

Ms. Thornhill asked what other organizations have done. Salt Lake City Corporation followed Option 1 as of Aug 1, 2015.

Benefit Committee proposes that the Library Board of Directors consider Option 1 to end the benefit as of Jan 1, 2016. Mr. Giacomini moves to approve the motion as presented by the Benefit Committee. Ms. Thornhill seconds the motion. The motion passes unanimously.

C. Appointment of Acting Director, Emilie Charles, Board President

The Executive Committee has recommended that Debbie Ehrman, Deputy Director, be appointed Acting Director. Ms. Thornhill moved that Debbie Ehrman be appointed Acting Director of The City Library. Mr. Salazar seconds the motion. The motion passes unanimously.

VII. OLD BUSINESS

No old business.

VIII. BUILDINGS AND GROUNDS REPORT

Ms. Ehrman reviewed the details of [Marmalade Branch Update](#).

Grand Opening has been pushed to February 27, 2016. This decision was made due to several construction issues, including drywall and painting, which were not up to par. New painting contractor was brought in and has been working since Dec 24, 2015. Satin paint finish has been changed to eggshell. Quality of manufacture and installation of shelving panels was also sub-par. New replacement shelving should be completed and installed around January 11, 2016. The next delivery of books is scheduled for January 19, 2016. Ms. Charles expressed a wish on behalf of the Board to be involved in Grand Opening event planning and proceedings.

Coffee Shop installation progress update: refrigerator unit placement and sink dimensioning are in progress, as well as the installation of water lines and filters. Health Inspector required a sawn white oak panel be installed under the open stairway to Level 2.

The architectural feature painting project (fence panels) is going well. Several schools, including elementary, middle, and high schools are participating and will be represented.

IX. FINANCE REPORT

Ms. Ehrman reviewed the details of the [Financial Dashboard](#) and [Financial Statement](#).

X. OPERATIONS REPORT

Ms. Ehrman reviewed the details of the [Dashboard and Press Mentions](#).

XI. OTHER

The Board will consider a motion to enter into Closed Session. A closed meeting described under Section 52-4-205 may be held for specific purposes including, but not limited to:

- a. discussion of the character, professional competence, or physical or mental health of an individual;
- b. strategy sessions to discuss collective bargaining;
- c. strategy sessions to discuss pending or reasonably imminent litigation;
- d. strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, if public discussion of the transaction would:
 - i. disclose the appraisal or estimated value of the property under consideration; or
 - ii. prevent the public body from completing the transaction on the best possible terms.

XII. ADJOURN

Ms. Ostler moved to adjourn the meeting. Mr. Giacoma seconded the motion, which passed unanimously. The meeting adjourned at 5:00pm.

UPCOMING SCHEDULE

Monday, January 25, 2016, 4–6pm, Main Library, 210 East 400 South, Salt Lake City, UT 84111