

**MINUTES OF THE SALT LAKE CITY PUBLIC LIBRARY BOARD OF DIRECTORS MEETING  
March 17, 2011**

*Those in attendance.*

The monthly meeting of the Board of Directors of the Salt Lake City Public Library was held on Thursday, March 17, 2011, at the Main Library. In attendance were: Hugh Gillilan, President; Ella Olsen, Vice President; Mark Alvarez, Secretary; Emilie Charles, Luana Chilelli, Ila Rose Fife, Elizabeth Gupta, and Kevin Werner; Beth Elder, Director, and Christine Koldewyn of the library staff. Also in attendance were additional staff, and community members Brett Johnson and Clotilde Houchon presenting reports.

*Call to order.*

The meeting was called to order at 3:30 p.m.

*Approval of minutes.*

Ella Olsen moved that the minutes of the regular Board meeting held on February 17, 2011, be approved as written. Emilie Charles seconded the motion which passed unanimously.

COMMUNICATION AND PUBLIC COMMENT

*Library staff and community members voiced concerns regarding staff morale, transparency, use of tax dollars, staffing issues, and the Strategic Plan.*

The City Library Board of Directors heard comments from staff members Michael Nordenstrom, Candy Markle, Josh Hanagarne, Sean Tibbitts, and Barbara Fatemi; and community members Brett Johnson and Clotilde Houchon. They voiced concerns regarding use of tax dollars, staff morale, transparency, staffing issues, recent staff reorganization, and the Strategic Plan. Hugh Gillilan received some written comments from staff members and pledged to distribute a copy of the comments to each Board member. Mark Alvarez asked Michael Nordenstrom to share ideas to help address the general unhappiness experienced by the staff. The Board thanked those who attended and those who expressed concerns. Mark Alvarez asked that the Board Meeting Minutes and the recording of the Board meeting be made more easily accessible on the Library's Web site.

LIBRARY DIRECTOR'S REPORT

*Suicide at Main Library report.*

Beth Elder commended the Library staff and administration for their professional response on Friday, March 11, 2011 when a patron chose to end her life at the Main

Library. Beth Elder hopes to review policy to see if there are ways to minimize the risk of future incidents of this nature.

*The Library posted an equivalent of 10 FTE positions.*

Beth Elder reported the Library recently posted an equivalent of 10 full time job openings. Most are part-time, with some full-time positions. These job postings will help significantly with the staffing levels mentioned earlier in the meeting. She is meeting with people in the Mayor and City Council's Offices to coordinate the Library's budget request with their request. The Finance Committee of the Library Board will also review the budget.

*The new Web site has been well-received.*

Beth Elder reported that the Library's new Web site is in the midst of its soft launch and has been well-received. The hard launch is scheduled for April of 2011.

*Many meetings for the Glendale and Marmalade Branches were attended.*

Beth Elder reported attending many meetings for the Glendale and Marmalade Branches, including community council meetings, steering committee meetings, and a meeting with the Redevelopment Agency. She thanked the steering committees for their work on planning the new branches.

*Beth Elder wrote a letter of support for the bookseller amendment to the Leahy Patriot re-authorization bill..*

Catherine Weller and Betsy Burton contacted Beth Elder asking her to sign a letter requesting that Mike Lee consider voting in favor of the bookseller amendment to the Leahy Patriot re-authorization bill. Beth Elder read an excerpt from a letter from Chris Fineman thanking her for the letter of support she wrote. The bill passed.

*Staff commended for their professionalism in the suicide incident.*

Hugh Gillilan added his sincere and heartfelt thanks to the staff of the Library who responded appropriately, valiantly, and professionally in the face of the devastating suicide on March 11, 2011.

*Julianne Hancock, Communications Manager, introduced.*

Beth Elder introduced the newest member of the Executive Leadership Team, Julianne Hancock, the new Communications Manager for The Salt Lake City Public Library.

#### BUILDINGS AND GROUNDS REPORT

*Main Library fence extension nearly*

Mike Beckstead reported the fence extending to 400 South and 200 East at the Main Library will be finished in a week

*finished. New interior signage at several branches started. Bid for reupholstering chairs received; will replace Maintenance van. Marmalade Committee's site recommendation, passed unanimously.*

or two. The Library received a bid on reupholstering chairs at the Main Library, and the Library is working on replacing a Maintenance van. New interior signage is being installed at the Sweet Branch, and the Day-Riverside and Anderson Foothill Branches will soon have new interior signage as well.

Ella Olsen read a statement to the Library Board from the Marmalade Steering Committee. They presented Marmalade Branch locations to the community through several means, including an open house and sought public comment online. The committee also surveyed the potential sites by walking and driving tours. Ms. Olsen presented the committee's selected property at 300 West 500 North, and moved that the Board accept the site. Emilie Charles seconded the motion which, after full review, passed unanimously.

*Glendale Committee has a new Chair, Elizabeth Gupta.*

Hugh Gillilan reported that the Glendale Steering Committee recently experienced a transition, and that Elizabeth Gupta will be the Chair of the committee. Wally Cooper from CRSA presented at the last committee meeting, and they hope to move forward with site selection shortly.

### FINANCE REPORT

*Financial statements review.*

Mike Beckstead reviewed the February 2011 financial statements and current month's expenditures with the Board.

*February financial statements approved.*

Ella Olsen moved that the financial statements for February 2011 be approved by the Board and filed for audit. Emilie Charles seconded the motion which, after full review, passed unanimously.

*Chase Bank checks approved.*

Ella Olsen moved that Chase Bank checks dated March 17, 2011, numbered 21511 to 21635, in the amount of \$550,827.47, be approved for payment by the Board. Mark Alvarez seconded the motion which, after full review, passed unanimously.

*Wells Fargo Bank checks written during February acknowledged.*

Ella Olsen moved that Wells Fargo Bank checks written during the month of February 2011, numbered 6296 to 6321, in the amount of \$43,206.81, be acknowledged by the Board. Emilie Charles seconded the motion which, after full review,

passed unanimously.

*Report on revenues and expenditures received.*

Mike Beckstead presented a report on revenues and expenditures to date for the 2010-2011 fiscal year. The Library is optimistic that revenues are on target, and so far expenditures are as expected.

*Use of a contingency fund for purchasing circulating materials and one time staff monetary incentive was approved by the Board.*

The Library has \$210,000 in a contingency fund in the event that there was a budget shortfall similar to last year. The tax revenue is at expected levels. The Library is asking the Board to approve using the contingency line item in the budget for two priorities: purchasing additional circulating materials and a one time staff monetary incentive. Using the contingency fund requires City Council approval. Ella Olsen moved to use the contingency fund in the amount of \$210,000 to support additional circulating materials and a one time staff monetary incentive, and that the items and percentages will be presented at the next Board meeting. Mark Alvarez seconded the motion which, after full review, passed unanimously.

*The preliminary budget for 2011-2012 was presented.*

Beth Elder presented a draft of the budget for 2011-2012. The only way to advance the Library is for the Board, Executive Leadership Team, Leadership Team, and staff to work in concert with each other. The draft of the budget reflects the Library's commitments to serve the community well and support staff who provide service to patrons. Beth Elder reviewed some of the goals of the preliminary budget and asked the Board Finance Committee to review the budget and provide input.

Mike Beckstead reviewed the numbers and statistics from the preliminary budget packet. It includes an increase in staff by an equivalent of 3.8 full-time positions, 3.8 FTE. The Board requested a three to five year analysis of the staffing levels for discussion at the next Board Meeting.

#### OPERATIONS REPORT

*Library programming, and staffing changes.*

Deborah Ehrman presented a list of personnel changes and the Dashboard. The 9<sup>th</sup> Annual No Strings Attached Puppetry Festival was held at the Main Library March 12 and 13, 2011, with nearly 1,000 people attending. The Children's Department's puppetry group, Whizgiggle's Puppets presented

“A Whale of a Tale” in the auditorium. The February 24, 2011 program “Is Democracy Possible in Egypt?” included students from the University of Utah, community members, and speakers affiliated with the University of Utah, Brigham Young University, and Utah Valley University. Patrons are using the new online downloadable audio books and e-books from OverDrive. There are 1,500 titles currently in the collection, with more being added all the time. The Computer Services staff purchased electronic devices for staff to practice using in order to help patrons with their downloaded e-books and audio books. Freegal is another service offered by the Library, it allows patrons to download three songs each week for free. There has been a soft marketing release for OverDrive and Freegal until the new Web site is fully launched. March 24, 2011 Christine M. Durham, first female Chief Justice of the Utah Supreme Court, will speak in the auditorium, focusing on the role of women and her personal story. Michael Ondaatje, author of the *The English Patient*, will read from his works on March 29, 2011, and on March 30, 2011 he will discuss the writing and making of *The English Patient*. April 30-June 12, 2011 the Gallery at Library Square will host the exhibit “Golden Legacy: Illustrations from 65 Years of Little Golden Books,” with a program on April 30 at 7:00 pm from Leonard Marcus discussing the history of Little Golden Books. Mark Alvarez asked about the decrease in the use of the Library’s Web site from last year by 31%. Deborah Ehrman will follow up on his question.

OLD BUSINESS - none

NEW BUSINESS - none

OTHER

*Upcoming library conferences.*

The next Utah Library Association conference is May 11-13, 2011 in Layton at the Davis Conference Center. The next American Library Association conference is in New Orleans, June 23-28, 2011. Board members interested in attending either conference should contact Beth Elder.

*Next meeting: April 21, 2011.*

The next regular meeting of the Board of Directors is scheduled on Thursday, April 21, 2011, 3:30 p.m. at the Main Library, 210 East 400 South.

*Meeting adjourned.*

Hugh Gillilan moved to adjourn into a closed session to discuss a personnel matter. Ella Olsen seconded the motion which, after full review, passed unanimously. The meeting adjourned at 5:30 p.m.

Respectfully submitted, Mark Alvarez, Secretary.