

**The Salt Lake City Public Library Board of Directors held their monthly meeting on a special day, Thursday, March 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; Luana Chilelli; Pete Giacomia; Hugh Gillilan; Ella Olsen; and Denise Thornhill. Board Secretary Elizabeth Gupta was excused.

Additional staff in attendance: Jace Bunting, Finance Manager; Shelly Chapman, Human Resources Manager; Deborah Ehrman, Associate Director; Tommy Hamby, Administrative Assistant; Linda Hamilton, Acting Director; Patty Steed, Associate Director.

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

**I. CALL TO ORDER**

Mr. Werner called the meeting to order at 4:01pm.

**II. APPROVAL OF MINUTES**

Ms. Olsen moved that the minutes of the February 25, 2013 Board meeting be approved as written. Ms. Chilelli seconded the motion, which passed unanimously.

**III. COMMUNICATIONS AND PUBLIC COMMENT**

No public comment.

**IV. NEW BUSINESS**

*Budget Amendment Requests – E-Rate Funds*

Mr. Bunting reviewed the budget amendment requests with the Board.

Ms. Chilelli moved to approve an increase in the General fund budget of \$104,000 to recognize the gross amount of telecommunications expenditures, which are to be funded with an E-rate grant reimbursement. Ms. Charles seconded the motion, which passed unanimously.

*Budget Amendment Requests – Foothill Sorter*

Ms. Chilelli moved to approve an increase in the Capital Project fund budget of \$80,000 for a larger sorter at the Anderson-Foothill branch, which will be funded with grant funds and restricted fund balance from Anderson-Foothill donation money. Ms. Charles seconded the motion, which passed unanimously.

*Budget Reallocation Request*

Ms. Hamilton reviewed the budget reallocation request with the Board.

Ms. Olsen moved to grant permission to the Library Director to move \$12,500 from the Library's contingency account to pay for an organizational development consultant for the Library. Ms. Thornhill seconded the motion, after some discussion, the motion passed unanimously.

**V. OLD BUSINESS**

*FY2013-14 Budget*

Ms. Chilelli moved to approve the fiscal year 2013-2014 \$14,166,470 operating budget and \$6,042,358 for the Capital Project Fund Budget. Mr. Gillilan seconded the motion, which

passed unanimously. The Board thanked Library staff for preparing the budget and taking the time to explain it to and get input from the Board.

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

**Board Nominees** – City Council is currently considering approving the Mayor's nominee Amanda Thorderson to the Library Board. There will be one more vacancy after Mr. Gillilan's second term expires on June 30, 2013. Mr. Werner asked Board members to consider identifying potential candidates from under-represented communities to serve on the Board.

**Board Assignments** – At April's Board meeting, the Board will be forming the nominating committee for next year's officers. Mr. Werner asked that Board members consider what roles they would like to play on the Board over the next year. Ms. Hamilton has requested that she go through the Board Executive Committee rather than the Finance Committee in her remaining time here should any budgetary issues arise.

**May Board Meeting Date** – May's regular Board meeting falls on Memorial Day; the Administration suggested May 30 for May's Board meeting. The Library is also considering on-site director interviews that same week. Mr. Werner asked Mr. Hamby to identify optimal dates for Board members for the Board meeting and interviews.

**Meeting with the Mayor** – Mr. Bunting, Ms. Hamilton, and Mr. Werner met with the Mayor to discuss the Library's budget, tax rate ceiling, and other Library operations. The meeting highlighted upcoming financial needs of the library including technology, salaries, maintenance, materials, and new branch operations. No decision or recommendations were made regarding the timing of a tax rate increase needed to operate the new branches.

*Director Search Committee Report* – The Singer Group has been receiving interest from possible candidates. The soft closing date for applications is April 8, 2013. Mr. Gillilan is hopeful that the Library will have a new Director by June 2013.

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

The Library has been working on three very large projects: retagging all materials for upcoming RFID and materials handling implementation, including a thorough weeding of the collection; employee handbook draft review by all staff; and selecting a new Integrated Library System (ILS). The ILS manages a variety of library workflows: acquisitions (ordering, receiving, invoicing materials), cataloging (classifying and indexing materials), circulation and the patron records database, and serials (tracking newspapers and periodicals).

**Response to the Performance Audit Recommendations** – Ms. Hamilton sent a status report on the Library's response to the performance audit recommendations to the Board, Mayor's office, and City Council.

**Tenants** – Ms. Ehrman is the new tenant liaison and will be working with tenants in the future to address some specific concerns about increasing communication from the Library about events, security at the Main Library, maintenance and cleanliness, lighting in the Main Library Urban Room, and increased collaboration with the Library.

Possible Organization Development Consultant – See *Budget Reallocation Request* under *New Business*

Budget – See *FY2013-14 Budget* under *Old Business*

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

### *Glendale Branch Library Update*

Ms. Steed updated the Board on the Glendale Library project. Staff has been meeting with Architectural Nexus to complete the interior design elements. The final design will be presented to the City Council on April 9; the architects will be there to answer questions. The Library has been working with City to complete the bond transmittal; all information has been submitted. A 400-foot hole has been drilled to test for the ground source heat pump. The architects have had to redesign some elements of the building to accommodate the ground source heat pump; it will not impact the total square footage of the Library.

Ella Olsen moved to approve the Glendale branch construction budget by adding \$48,000 for engineering review fees; \$21,877 for additional land costs; and reducing the collections budget from \$1.2 million to \$800,000. Luana Chillelli seconded the motion, which passed unanimously.

### *Marmalade Branch Library Update*

Ms. Olsen updated the Board on the Marmalade project. The committee has been meeting every other week with RDA and site designers. A public meeting was hosted by the site design team. The schematic design and budget numbers are being reviewed by the architects and project managers. A sign alerting the public to the Library project has been erected on the property.

## **IX. FINANCE REPORT**

### *Financial Statement Review*

Mr. Bunting reviewed February's financial report with the Board.

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

### *Operations Report*

Ms. Steed reviewed February's operations report with the Board and discussed various events throughout the system, including both public events and staff training. On April 1, 2013, Chapman will begin retagging their collection in preparation for implementing RFID and automated material sorters. Each location will be closed to the public during the tagging process for two to three days; no two branches will be closed at the same time; holds and due dates will be extended during closures. Communications will publicize the closures with signage and social networking posts.

### *Dashboard/Personnel Changes Reviewed*

Ms. Hancock presented the monthly dashboard. Ms. Chapman presented the personnel changes. Mr. Werner asked the Board to consider what they would like to see in personnel changes. Some Board members expressed interest in just seeing statistical trends. Ms. Hamilton agreed to no longer provide individual personnel action but rather aggregate data. This change will be effective as workload permits.

**XI. OTHER**

One of the ILS respondents has protested their exclusion from the bidding process. The City Attorney's office will be working with Library Administration to develop a response to the protest. The Board will receive this response at a future Board meeting and decide whether or not to uphold the protest. The Board may not use the City Attorney for legal counsel, should it be required, as the City Attorney is advising the administration on this issue. The Board may retain outside counsel if needed. Board members should contact Ms. Charles or Mr. Werner with any questions or comments.

**XII. ADJOURN**

Ms. Olsen moved to adjourn the meeting. Ms. Thornhill seconded the motion, which passed unanimously. The meeting adjourned at 4:57pm.

**UPCOMING SCHEDULE**

The Salt Lake City Public Library Board of Directors will hold their next meeting on Monday, April 22, 2013, at 4:00pm in the Main Library Boardroom, 210 East 400 South.