THE CITY LIBRARY BOARD OF DIRECTORS MEETING MINUTES •AUGUST 22, 2016 • 4PM

DAY-RIVERSIDE LIBRARY, 1575 W 1000 N, SALT LAKE CITY, UT 84116

THOSE IN ATTENDANCE:

Emilie 'Mimi' Charles, President
Luana Chilelli, Vice President
Alberta Comer, Secretary
Jana Ostler
Pete Giacoma

THOSE EXCUSED:

Nate Salazar
Denise Thornhill
Kevin Werner

ADDITIONAL STAFF IN ATTENDANCE:

Debbie Ehrman, Acting Director
Shelly Chapman, Human Resources Manager
Andrew Shaw, Communications Manager
Jace Bunting, Finance Manager
Jennifer Beaty, Administrative Assistant
Ryan Cunningham, Internal Communications Specialist
Erin Morris, Day Riverside Branch Manager
Amy Childress, Associate Librarian
Mark Kittrell, Salt Lake City Attorney
Elizabeth King, Event Services Manager

I. CALL TO ORDER

Ms. Charles called the meeting to order at 4:01pm.

II. APPROVAL OF MINUTES

Mr. Giacoma moved that the July 18, 2016 Board Meeting Minutes be approved as written. Ms. Chilelli seconded the motion, which passed unanimously.

III. COMMUNICATIONS AND PUBLIC COMMENT

No public comments.

IV. BOARD PRESIDENT'S REPORT

Ms. Charles announced that Mayor Biskupski has appointed Cindy Kindred to the Board. The City Council still needs to advise and consent the appointment.

Ms. Charles advised that the Executive Committee is meeting with the new Executive Director, Peter Bromberg, on August 30, 2016 from 4:00PM-5:00 PM. They will be discussing a Strategic Plan, Finances, and a Staff Compensation Survey. Mr. Giacoma would like to add building maintenance and a remodel plan to their discussion.

Ms. Charles shared a request from staff that members of the Board attend the Staff Development Day, November 11,2016, for an informal meet-and-greet.

Ms. Charles informed the Board that the December Board Meeting has been moved to December 19.

Ms. Charles appointed a Finance Committee, with Mr. Giacoma as the chair and Ms. Ostler and Ms. Kindred as members. Ms. Charles will sit on the committee until Ms. Kindred is confirmed.

V. LIBRARY DIRECTOR'S REPORT

Ms. Ehrman presented her Acting Director's Report. Highlights from Ms. Ehrman's report included plans for the new Executive Director's orientation. Ms. Ehrman is working with Shelly Chapman and Jennifer Beaty on a number of meetings, tours, and events, including introductions to city and community leaders, library staff meetings, management meetings, Executive Leadership meetings and a community reception scheduled for Friday, October 14, 2016 at the Main Library.

Terracare Associates will begin the Landscape Project on the north side of the Main Library August 29, 2016. It is expected to be completed by the end of October. The goal of this project is to provide a welcoming garden space for the community.

Ms. Ehrman attended a meeting hosted by the Utah State Library with Utah Senate President Wayne Niederhauser, Jen Brown-Senator Weiler's associate, representatives from the Governor's Office, the Department of Heritage and Arts, Salt Lake County Council, Utah Education and Telehealth Network, and library representatives from Utah Library Association, Salt Lake City, Salt Lake County, Davis County, and the State Library to discuss filtering in libraries. There was a good exchange of information about what libraries do to filter Internet access and what Senator Niederhauser and Senator Weiler would like to see done.

VI. BRANCH MANAGER REPORT

Ms. Morris presented her Branch Manager's Report which highlighted the Teen Zone program that was an outcome of a community conversation the branch hosted in May. Stephanie Costa applied for funds from the Friends of the Library to start the program, and as a result they were able to do 66 teen programs this past summer. They had 335 teens, 126 kids, and 52 adult attendees, which is more than double what they have done in past years.

VII. INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND INSTITUTIONS UPDATE

Ms. Childress and Ms. Morris thanked the Executive Leadership Team and the Board for the opportunity to attend the International Federation of Library Associations and Institutions (IFLA) conference that was held in Columbus, OH. They shared highlights from the classes they attended and plans for programming they would like to implement as a result of what they learned.

VIII. NEW BUSINESS

A. Amphitheater Contract

Ms. Ehrman asked the Board to support her in pursuing an addendum to the Amphitheater Contract so that the Library can enforce patron behavior and rules of conduct in the amphitheater.

Ms. Ostler moved that the Library Board directs the administration to pursue an addendum to the Building Use Agreement between Salt Lake City Corporation and Salt Lake City Library recorded November 9, 2009 to change management of the Amphitheater from Salt Lake City Corporation to the Salt Lake City Library. Pursuant to the Recitals section of the Agreement, "...The parties may establish an annual review process to determine if this Agreement continues to support this purpose and accurately reflect the parties' division of responsibilities and recommend amendments if needed." Ms. Chilelli seconded the motion, which passed unanimously.

IX. FINANCE REPORT

A. Financial Dashboard and June Financial Statement, July Financial Statement Review

Mr. Bunting provided updates on the end of the year fiscal budget for 2016. The Fund Balance was higher than usual due to unexpected Redevelopment Agency (RDA) funds and other budgets that weren't fully spent. Ms. Ehrman and the Finance Committee will look at captial projects that can be funded by the RDA money.

B. Budget Revision

Mr. Bunting asked the Board to approve a reallocation of funds to cover the overage for the landscaping bid.

Ms. Chilelli moved to reallocate $24,500 from patron chair replacement and $6,750 from auditorium chair deep cleaning to the 400 South landscape improvements. Ms. Comer seconded the motion, which passed unanimously.

X. OPERATIONS REPORT

Mr. Shaw presented the July Press Mentions and the Dashboard.

XI. OTHER

There was no other business.

XII. ADJOURN

Luana Chilelli moved to adjourn the meeting. Meeting adjourned at 5:49 pm

UPCOMING SCHEDULE

September Board Meeting – Monday, September 26, 2016, 4pm, Main Library, 210 East 400 South, Salt Lake City, UT 84111