

THOSE IN ATTENDANCE:

Emilie 'Mimi' Charles, President
Luana Chilelli, Vice President
Jana Ostler
Cindy Kindred

THOSE EXCUSED:

Deeda Seed
Alberta Comer, Secretary

ADDITIONAL STAFF IN ATTENDANCE:

Peter Bromberg, Executive Director
Debbie Ehrman, Deputy Director
Lisa Curt, Asst. Director for Main
Patty Steed, Asst. Director for Neighborhood
Services
Shelly Chapman, Human Resources Manager
Andrew Shaw, Communications Manager
Jace Bunting, Finance Manager

Jennifer Beaty, Administrative
Assistant
Ryan Cunningham, Internal
Communications Specialist
Mark Kittrell, Salt Lake City
Attorney
Kimberly Chytraus, Salt Lake
City Attorney
Russell Weeks, Board Liaison

Nate Salazar, Former Board Member
Pete Giacoma, Former Board Member
Pete Ashdown, CEO of XMission
Paul Skean, CPA at Eide Bailey
Trent Bateman, Audit Manager at Eide
Bailey

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Ms. Kindred moved that the [October 24, 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 presented a plaque with a [resolution](#) to Pete Ashdown, the CEO of Xmission, thanking him for offering free wifi service to City Library locations from 2003 to 2016.

Ms. Charles thanked Pete Giacoma for his contributions and work on the Board, and presented him with a gift of appreciation.

Ms. Charles also thanked Nate Salazar for his contributions to the Library and his work on the Board, and presented him with a gift of appreciation.

Ms. Charles announced that Kimberly Chytraus will now act as the attorney to handle Library business. She thanked Mark Kittrell for his work.

Ms. Charles asked the Board to consider moving the January Board Meeting from January 23, 2017 to January 30, 2017 due to the American Library Association Midwinter Conference. The Board agreed to move the date.

V. LIBRARY DIRECTOR'S REPORT

Mr. Bromberg highlighted the Book Drive with the Salt Lake City Police Department. It ran from December 11-17th. The children's books are being given to students at Parkview and Riley Elementary Schools, and the adult books are being donated to Odyssey House and First Step House.

Mr. Bromberg attended the 15th Annual Diwali Festival of Lights on December 10th at the Main Library. The Sri Ganesha Hindu Temple of Utah and the India Cultural Center co sponsored the event with opening

remarks by Mr. Bromberg and Mayor Biskupski. Mr. Bromberg thanked Safi Safiullah, the manager at the Marmalade Branch, and his team of Patrick Hoecherl, Heidi Steed, and Aleko Campos for helping put the event on.

Mr. Bromberg recognized Service Coordinators Liesl Jacobson and Christina Walsh for hosting the Mixer and Networking with School Media Specialists. This event provides an informal opportunity for City Library staff to connect with our librarian counterparts at the school district and strengthen our relationships with them.

Mr. Bromberg announced that for the first time the Library will partner with the Downtown Alliance on EVE WinterFest. As part of the festival, the Library will host a collaborative community art project in the Urban Room of the Main Library.

Mr. Bromberg announced that the agreement with the City placing the amphitheatre under Library jurisdiction has been signed by the Mayor and filed with the City Recorder. Library security staff are now checking regularly on the amphitheatre to help ensure that the space remains safe and clean.

Mr. Bromberg updated the Board on the Space Utilization Study. Interviews of architects have been completed. Blalock & Partners has been selected to conduct the study for Chapman, Day-Riverside, and Sprague branches. There will be a meeting with Kevin Blalock and members of his team on December 21 to plan next steps. Mr. Bromberg will research whether or not the Board needs to review the contracts before they are signed.

Mr. Bromberg highlighted some programming and exhibits that the Library is offering in the month of December.

Mr. Bromberg gave a brief review of his [November Director's Report](#) which included a report on customer experience from Information Management Systems (IMS), Debbie Ehrman is continuing to meet with Cap City Education, a summary of Election Day at Marmalade, Board Orientation for new Board Members, an update on the Executive Leadership Team starting its budget process with managers, and the success of Staff Development Day. Mr. Bromberg thanked Patrick Hoecherl for his work on Staff Development Day.

- A. Mr. Shaw presented the [Press Mentions](#) which included an interview with Ella Olsen from September 28, 2016.
- B. Mr. Bunting presented the [Financial Dashboard](#) and [Financial Statement](#). He reviewed the first quarter of the FY2017 budget and explained why some of the numbers in the report may not reflect that the Library is doing well. These reasons include: database charges are paid upfront for the fiscal year, the RDA rebate money will not come until April or May, the charges for services are skewed until the Library receives a reimbursement check from the Friends of the Library store, and fine payments are down. Mr. Bunting believes fine payments are down due to self check machines not being connected. This should be resolved by the end of the month.

VI. OLD BUSINESS

There was no Old Business.

VII. NEW BUSINESS

- A. Paul Skean and Trent Bateman from Eide Bailly presented the [Fiscal Year 2016 Audit Presentation](#). The audit found no evidence of any legal noncompliance in the Library's financial statements. The auditors also praised Finance Manager Jace Bunting for his thorough accounting of the Library's financial activity.
- B. Mark Kittrell presented the [Open Meetings Act Training](#). The city requires the Board to have the training once a year.

- C. Ms. Curt introduced a draft of a new policy to the Board. [Limiting Items Brought Into the Library](#) is a policy that will limit the size and amount of items patrons would be allowed to carry with them into Library buildings.
- D. Ms. Curt also presented changes to the [Patron Behavior & Rules of Conduct](#) for Board consideration. The Board will vote on whether to approve the changes at the next Board meeting.

VIII. OTHER

There was no other business.

IX. ADJOURN

Ms. Ostler moved to adjourn the meeting. Ms. Chilelli seconded the motion, which passed unanimously. The meeting adjourned at 5:28 PM.

UPCOMING SCHEDULE

January Board Meeting – Monday, January 30, 2017, 4pm, Main Library 210 East 400 South, Salt Lake City, UT 84111