

**THOSE IN ATTENDANCE:**

Adam Weinacker, President  
Sarah Reale, Secretary  
Dr. Dan Cairo  
Lu Marzulli  
Ron McClain  
David Wirthlin

**THOSE EXCUSED:**

Carol Osborn, Vice President  
Bonnie Russell  
Cathy Stokes

**ADDITIONAL STAFF IN ATTENDANCE:**

Debbie Ehrman, Interim Executive Director  
Gordon Bradberry, Assistant Director of IT and Facilities  
Jace Bunting, Finance Manager  
Shelly Chapman, Human Resources Manager  
Kimberly Chytraus, Senior City Attorney  
Liesl Jacobson, Interim Deputy Director

Elizabeth King, Events Services Manager  
Ben Luedtke, City Council Liaison  
Quinn McQueen, Assistant Director of Marketing and Comm  
Daniel Neville-Rehbehn, Assistant Director of Customer Experience  
Allison Spehar, Admin Manager of Equity and Org Development  
Heidi Voss, Executive Administrator

**I. CALL TO ORDER**

Board President Adam Weinacker called the meeting to order at 4:06pm.

**III. COMMUNICATION AND PUBLIC COMMENT**

No members of the public offered comments.

**VI. BOARD PRESIDENT'S REPORT**

Board President Adam Weinacker reported on the recent Board Retreat with development consultant Sara Leonard. Attendees learned more about the roles and responsibilities of board members, reviewed a proposal to update the board bylaws and procedures, and considered the role of existing committees and new committees that may need to be formed to move the work of the board forward.

The Executive Director Search Committee has contracted with Koya, an executive search firm. The committee had an initial meeting with the firm a few weeks ago and discussed the initial steps of engagement and feedback to find out what members of the community and other stakeholders would like to see in the next executive director.

**VII. DIRECTOR'S REPORT**

- a. Deborah Ehrman, Interim Director, reviewed this month's [director's report](#).
  - i. Teams are preparing for the annual Seed Swap at the Main library. Participants enjoy sharing seeds from their gardens and the program has been popular.
  - ii. Staff are helping teens with scholarship and grant assistance.
  - iii. Patrons celebrated the Lunar New Year with the library.
  - iv. The pipe repair at Main seems to be functioning well.

**II. APPROVAL OF MINUTES**

The board moved to approve the January 23, 2023 minutes as written. Board members Dr. Dan Cairo, Lu Marzulli, Ron McClain, Sarah Reale, Adam Weinacker, and David Wirthlin all voted in favor. The motion passed.

The board moved to approve the February 3, 2023 board retreat minutes as written. Board members Dr. Dan Cairo, Lu Marzulli, Ron McClain, Sarah Reale, Adam Weinacker, and David Wirthlin all voted in favor. The motion passed.

#### **IV. OLD BUSINESS**

- a. [Filming and Photography Policy Update](#)
  - i. An update for this policy was initially brought to the board in January for consideration. The team made some revisions after consulting with Kimberly Chytraus, Senior City Attorney, and incorporating feedback.
  - ii. Adjustments to the wording were made for clarity, as well as the addition of language stating that library users have an expectation of privacy in their library use. Kimberly spoke with her team extensively to assure this wording is defensible.
  - iii. The board moved to approve the policy update. Board members Dr. Dan Cairo, Lu Marzulli, Ron McClain, Sarah Reale, Adam Weinacker, and David Wirthlin all voted in favor. The motion passed.

#### **V. NEW BUSINESS**

- a. [Proposed FY24 Budget](#)
  - i. The Finance Committee met last week to review the proposed FY24 budget in depth.
  - ii. In a previous budget meeting, the Library team brought an FY23 budget amendment to the board for consideration for additional funding for the roof repair. Jace Bunting, Finance Manager, noted he made an error in calculating the available funding in the designated maintenance fund and the team did not move forward with bringing that budget amendment to the City. Correcting the amendment and bringing it to the City now would not be any faster than including the funding in the FY24 budget, so the team opted for this route instead.
  - iii. For employee compensation, the proposed budget includes a 3% COLA and longevity increase. The total amount for this increase is \$456,000, which is about \$156,000 per 1% increase.
  - iv. Three new positions have been approved, with two partially funded through allocations from another source or increase in revenue.
  - v. Since the team is not asking for a tax increase and a large portion of the budget is dedicated to the roof repair, many requests were not funded.
  - vi. Daniel Neville-Rehben, Assistant Director of Customer Experience, is working with a team to study utilization of existing staff, which will inform choices for the FY25 budget.
  - vii. The team is budgeting more for buildings and grounds because the cost of natural gas has increased significantly.
  - viii. The budget includes an estimate for pass-through money that will go directly to the Inland Port and convention hotel. The estimate aims to be a bit high since we don't have a lot of historical data for what this number may be.
  - ix. The Master Facilities Plan identified concerns with the Main, Anderson-Foothill, and Day-Riverside buildings. Funds have been included for initial design work for Main and Anderson-Foothill.
  - x. A two year projection for the general fund balance is included in the documents to show that although the current percentage of the general fund balance is high, after funds are expended for the roof, the percentage of general fund balance at June 30, 2024 based on the FY24 expenditure budget will be 16.7%, which is close to our target.
- b. [Capital Budget Reallocation Requests](#)
  - i. The board was asked to consider three reallocation requests.

1. Reallocate \$65,000 from enhancements to the front entrance at the Sweet Branch to repair the reflecting pool drains at Main.
2. Reallocate the remaining \$118,860 for the urban room ceiling project to sewer repairs at Main. The Library did receive a credit on this sewer repair since a previous repair was attempted and failed. The team would like to hold off on repairing the urban room ceiling until the roof is repaired, so they'll include this repair money in a future budget.
3. Reallocate \$6,235 from the purchase of two general use vehicles to outfit and brand a custodial cargo van. Car prices have increased and the budget initially requested didn't cover the cost of two vehicles. The remaining funding will be used to brand all existing vehicles.

## **VII. BOARD PRESIDENT'S REPORT (CONT.)**

- a. Jace Bunting presented the [January 2023 Financial Report](#).
  - i. In January, the team received final collections from the County for calendar year 2022. The amount is about \$1.3 million higher than we budgeted. We'll get a final tax settlement in April, so if we've been overpaid, we may need to pay back a portion of this money.
  - ii. For expenditures, Jace is working with managers to do reallocations so no line items in categories are negative.
  - iii. Money has been transferred to the capital project fund for designated facilities and technology for future projects.

## **VIII. ADJOURN**

- a. The board moved to adjourn the meeting. Board members Dr. Dan Cairo, Lu Marzulli, Ron McClain, Sarah Reale, and Adam Weinacker all voted in favor. David Wirthlin was not present for the vote. The motion passed and the meeting adjourned at 5:27pm.

## **UPCOMING SCHEDULE**

The next will be held

Monday, March 27, 2023, 4:00pm

Main Library, 210 East 400 South, Salt Lake City, UT 84114

With a virtual option via Google Meet