

THOSE IN ATTENDANCE:

Adam Weinacker, President
Carol Osborn, Vice President
Sarah Reale, Secretary
Ron McClain
Bonnie Russell
Cathy Stokes
Sariah Toronto

THOSE EXCUSED:

Lu Marzulli

ADDITIONAL STAFF IN ATTENDANCE:

Deborah Ehrman, Interim Executive Director
Tyler Bahr, Assistant Director of Finance
Gordon Bradberry, Principal of Journeyscape Studios
Shelly Chapman, Human Resources Manager
Kimberly Chytraus, Senior City Attorney
Ben Luedtke, City Council Liaison

Quinn McQueen, Assistant Director of Marketing and Comm
Daniel Neville-Rehbehn, Assistant Director of Customer Experience
Nate Thomas, Parsons Behle & Latimer
Christian Vanderhoof, Parsons Behle & Latimer
Heidi Voss, Executive Administrator

I. CALL TO ORDER

Board President Adam Weinacker called the meeting to order at 4:04pm.

II. APPROVAL OF MINUTES

The board moved to approve the November 27, 2023 minutes as written. Board members Ron McClain, Sarah Reale, Bonnie Russell, Cathy Stokes, Sariah Toronto, and Adam Weinacker all voted in favor. Carol Osborn was not present for the vote. The motion passed.

III. PUBLIC COMMENT

No members of the public offered comments.

IV. ROOF TOUR

- a. Since only two board members were participating in person, the roof tour was not conducted this month. Attendees agreed this would be best when more members are at the meeting in person.

IV. OLD BUSINESS

- a. Record Retention Schedule Update
 - i. Adam provided a summary of the presentation last month regarding a proposed update to the library's record retention policy.
 - ii. The board moved to approve the proposed update. Board members Ron McClain, Sarah Reale, Bonnie Russell, Cathy Stokes, Sariah Toronto, and Adam Weinacker all voted in favor. Carol Osborn was not present for the vote. The motion passed.
- b. [2024 Meeting Schedule](#)
 - i. The board moved to approve the proposed 2024 meeting schedule. Board members Ron McClain, Sarah Reale, Bonnie Russell, Cathy Stokes, Sariah Toronto, and Adam Weinacker all voted in favor. Carol Osborn was not present for the vote. The motion passed.
- c. [Capital Budget Reallocation Request](#) - Day-Riverside Shelving
 - i. The board moved to reallocate \$68,365 to replace specific shelving at the Day-Riverside Branch. \$28,365 will be reallocated from other shelving or completed projects at Day-Riverside and \$40,000 will be reallocated from the Foothill Site Assessment. Board

members Ron McClain, Carol Osborn, Sarah Reale, Bonnie Russell, Cathy Stokes, Sariah Toronto, and Adam Weinacker all voted in favor. The motion passed.

- ii. The board moved to reallocate \$96,590 from the Sprague Renovation to the Main Roof Repair budget. Board members Ron McClain, Carol Osborn, Sarah Reale, Bonnie Russell, Cathy Stokes, Sariah Toronto, and Adam Weinacker all voted in favor. The motion passed.

V. NEW BUSINESS

a. [Budget Amendment](#) - Roof

- i. Gordon Bradberry, Principal of Journeyscape Studios, let the board know that as teams have worked on demolition for the roof renovation, they have run into unforeseen circumstances, like a concrete slab that was not included in the building plans.
- ii. The prices for construction materials have continued increasing. The budget amendment would add money to cover the security enhancements and landscaping included in the renovation plan, as well as contingency money. He added that we now know firm prices for everything, so the cost should not go up again.
- iii. Gordon added that the project should not have any more surprises, but the team has yet to remove the skylight, which could mean
- iv. Board member Bonnie Russell asked where the money for this amendment would come from.
 1. Gordon replied that the money would come from current capital projects that can be deferred or that are complete and had money left over. Money will also come from the Library's fund balance.
 2. Assistant Director of Finance Tyler Bahr added that using money from the Library's fund balance will bring the balance down to 15% of annual revenues. The goal is to keep the fund balance at 16% of revenues, but he has spoken with the Chief Financial Officer of the City and she doesn't foresee an issue. Administration can hold off on spending from the fund balance until it builds back up.
 3. Staff have identified that the roof is a critical priority and other capital projects can be postponed.
- v. Adam said that he thought all the expenses for the redesign were accounted for and asked what unexpected costs need to be covered.
 1. Gordon responded that the actual cost of some of the redesign items were so high that the team planned to defer those items until the 2025 budget. However, taking care of these items through a budget amendment now would allow enough lead time for ordering materials so construction could continue with the project without a long interruption.
- vi. Bonnie asked at what point we will not be able to add more funds to this roof renovation project.
 1. Deborah said that the prices are now firm on the items needed for the remainder of the project and no more surprises should be expected.
- vii. Adam expressed his support for using fund balance funds if the City's Chief Financial Officer is not worried. He asked for more information about keeping the fund balance at 16%.
 1. Tyler explained that state law requires a fund balance of at least 5% and no more than 35%. Keeping a higher fund balance can be helpful when large projects need funding, like the roof renovation. Making the amendment now rather than waiting for next fiscal year should save money for the library in the long run.

- viii. Sariah echoed Bonnie's concern about future budget amendments being needed for this project, asking how the team can be sure this is the last budget adjustment that will be needed for the project.
 - 1. Gordon replied that this budget amendment is based on firm bids from contractors. Acting now will reduce the chances of further price changes and the new contingency should absorb anything else needed.
- ix. Adam reminded board members to reach out to Executive Assistant Heidi Voss if they wish to schedule time to see the roof.

VI. BOARD PRESIDENT'S REPORT

- a. Adam reported that the library's new Executive Director, Noah Baskett, will join the team in January. The board did not have a formal review process for the last executive director, but will be working with a consultant, Sara Leonard, to create one. Sara worked with the board last year to update the board bylaws.

VII. DIRECTOR'S REPORT

- a. Deborah Ehrman, Interim Director, presented highlights from the December [Director's Report](#).
 - i. When possible, each monthly report includes stories of impact.
 - ii. Heidi compiles the data report into a printable version, but the original is an interactive digital document. View the report from the link to use the interactive features.
 - iii. The library team is preparing the budget for FY25 and trying a more collaborative approach with managers. So far, managers have met to review furniture and IT requests.
 - 1. The proposed budget will be ready for board review in February to prepare for a vote in March. The budget will go to the Mayor and City Council after that.

VIII. CLOSED SESSION

- a. The board moved to enter a closed session for a strategy session to discuss collective bargaining. Board members Ron McClain, Carol Osborn, Sarah Reale, Bonnie Russell, Cathy Stokes, Sariah Toronto, and Adam Weinacker all voted in favor. The motion passed and the board entered closed session at 4:48pm.

IX. ADJOURN

- b. The board adjourned from closed session at 5:56pm.

UPCOMING SCHEDULE

The next will be held

Monday January 22, 2024, 4:00pm

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

With a virtual option via Google Meet