

THOSE IN ATTENDANCE:

Adam Weinacker, President
Carol Osborn, Vice President
Lu Marzulli
Ron McClain
Bonnie Russell
Sariah Toronto

THOSE EXCUSED:

Sarah Reale, Secretary
Cathy Stokes

ADDITIONAL STAFF IN ATTENDANCE:

Noah Baskett, Executive Director
Tyler Bahr, Assistant Director of Finance
Gordon Bradberry, Principal of Journeyscape Studios
Shelly Chapman, Human Resources Manager
Kimberly Chytraus, Senior City Attorney
Deborah Ehrman, Deputy Director

Ben Luedtke, City Council Liaison
Quinn McQueen, Assistant Director of Marketing and Comm
Daniel Neville-Rehbehn, Assistant Director of Customer Experience
Paul Skeen, Eide Bailly
Heidi Voss, Executive Administrator
Dallin Witt, Data Analyst

I. CALL TO ORDER

Board President Adam Weinacker called the meeting to order at 4:09pm.

II. APPROVAL OF MINUTES

The board moved to approve the December 18, 2023 minutes as written. Board members Lu Marzulli, Carol Osborn, Bonnie Russell, Sariah Toronto, and Adam Weinacker all voted in favor. Ron McClain was not present for the vote. The motion passed.

III. PUBLIC COMMENT

No members of the public offered comments.

IV. OLD BUSINESS

a. [Budget Amendment - Roof \(Revised\)](#)

- i. The money from a reallocation approved last meeting has been added to this document, but the requested amount has not changed since the request was introduced as new business last month. The document has just been refined.
- ii. The team recommends adding the new funds to owner's contingency so they can help get the contractor to the finish line once and for all with this project.
- iii. Board members asked if cost estimates have changed or if prices for the remainder of the project are final.
 1. Tyler replied that the prices are locked in and shouldn't change.
- iv. Bonnie Russell asked about why the team is reallocating funds from the fire system maintenance budget for this increase.
 1. Gordon Bradberry replied that we're halfway through the budget year and haven't spent much from this budget line. The team assured the remaining funds in the fire system maintenance budget cover planned work and added flexibility.
- v. Sariah Toronto asked about money reallocated from a budget line to replace doors. Daniel Neville-Rehbehn explained that the doors have already been replaced and the project has come in under budget.
- vi. The board moved to approve an increase of \$1,321,215 in the Library's FY24 budget for use of General Fund balance and reallocation from various accounts as noted, transfer of those funds to capital projects, and expenditure from the capital projects fund for the roof renovation project.

- vii. Board members Lu Marzulli, Carol Osborn, Bonnie Russell, Sariah Toronto, and Adam Weinacker all voted in favor. Ron McClain was not present for the vote. The motion passed.

V. NEW BUSINESS

- a. Designate Noah Baskett as Board Agent
 - i. Board President Adam Weinacker welcomed new Library Executive Director Noah Baskett, who began in his position two weeks ago. Adam thanked Interim Director Deborah Ehrman for carrying the library through a difficult time and for all the time and effort she's spent in the interim role.
 - ii. Adam explained that the board would like to designate Noah as an agent to work with City Council to work with City Council on negotiating terms with the union.
 - iii. Noah added that this motion was recommended by legal counsel so his work doesn't extend beyond what the board has designated. The designation would help streamline the process as negotiations move forward.
 - iv. The board moved to authorize Noah Baskett, Library Executive Director, as an agent of the Library Board, to represent the Library in any negotiations with union representatives regarding the text of a proposed board resolution to create a labor certification process.
 - v. Board members Lu Marzulli, Carol Osborn, Bonnie Russell, Sariah Toronto, and Adam Weinacker all voted in favor. Ron McClain was not present for the vote. The motion passed.
- b. [Audit Report - Eide Bailly](#)
 - i. Paul Skeen of Eide Bailly began his presentation to the board with gratitude to Deborah Ehrman for her team's work on the audit during the interim before Finance Director Tyler Bahr was hired and to Tyler for working on an audit for a period of time he wasn't yet employed at the Library.
 - ii. A new governmental accounting standard now applies to the Library, GASB96. Under this new standard, the liability for any long term subscriptions the Library is committed to must be included in the financial position.
 - iii. Paul noted that audits aren't absolute and that his team reviews, but does not test, internal controls. They had a significant finding, but this was due to the new accounting standard. They have proposed journal entries to adopt the GASB96 standard.
 - iv. Adam asked what is considered a long term subscription under the new rule. Tyler replied that a long term subscription is an agreement more than twelve months.
 - v. Paul expressed that he would not have anticipated an audit this clean given the changes in staffing during this time period, so kudos to the team for all their work.

VI. OBJECTIVES AND KEY RESULTS

- a. Dallin Witt, Data Analyst, reported on quarterly reportable results most closely aligned with the Library's top level objectives. [Here is a link to the slides with the data he presented.](#)
 - 1. Increase circulation of physical and digital materials
 - a. Physical circulation for Q1 and Q2 is down 4.7% compared to last year, but digital book circulation is up 12.8% and total digital circulation is up more than 25%
 - b. All libraries, especially urban libraries, have hit a plateau at 70% circulation rate compared to pre-pandemic 2019 numbers. This data shows we're pushing past the 70% plateau.
 - 2. Increase average attendance at programming
 - a. Statistics for this year are pretty flat compared to last year.
 - 3. Increase gate count
 - a. The Library's busiest locations have seen big increases in visitors. Overall count is 534,000 this year compared to 499,000 last year.
 - 4. Reduce wait times for access to materials
 - a. Digital material use increased dramatically during the COVID-19 pandemic, and the collection team has had difficulty keeping up with the demand.
 - b. Wait times have reduced from an average of 47 days last year to 31 this year.
 - 5. Increase the number of census tracts with an active patron saturation over 10%

- a. On the map included in Dallin's slides, he pointed board members to the yellow tracts showing a high saturation of library users. Highest saturation is around the Sweet branch in the avenues, where 32% of people living in this area either created or used their library card within the last 12 months.
 - b. The goal is to find ways to encourage users in the lower saturated tracts to engage with library resources and raise engagement to at least 10%.
 - c. When the team began tracking data, 4 areas were below 10% saturation. Two of those tracts are now above that 10% mark.
 - d. We don't currently have a way of tracking public computer use and checkouts of digital materials with no holds, so those elements aren't included in this data.
- a. The team now has baseline data for other key results related to employee engagement, customer satisfaction, and community favorability.
 - b. Sariah asked whether the Library will continue to see a shift away from physical materials.
 - i. Dallin responded that the increase in e-material use doesn't seem to be slowing down or stopping. About a third of all circulation happens through Overdrive.
 - c. Sariah asked why gate counts would have risen if patrons appear to be using more digital materials.
 - i. Dallin didn't have an answer he could give based on data, but suggested this increase may be from increased public perception of the library as a "third place" to spend time outside of their work or home.
 - d. Carol Osborn asked why programming attendance has remained the same if the number of programs have decreased.
 - i. Dallin explained that this data is a bit tricky because Children's services only reintroduced full time physical programming since the beginning of the last fiscal year. But yes, the Library is hosting fewer programs with similar attendance numbers.
 - ii. Carol suggested that increasing programming could increase gate count visitors.
 - iii. Dallin replied that the decrease in programming was a response to an issue with too many programs for the team to manage, which was leading to a decrease in attendance.
 - e. Lu Marzulli encouraged the team to find ways to track public computer and meeting room use, which seem to be high traffic services at the libraries he's visited.
 - i. Dallin agreed these services are important, and the data currently tracked doesn't represent all users. For these objectives specifically, the team was using the broadest possible definition of a library user.
 - f. Dallin added that he would like to continue updating the board on the Library's objectives and key results on a semi-annual basis.

VII. BOARD PRESIDENT'S REPORT

- a. Adam let the board know he's working with the executive committee and a consultant to create an evaluation process for Noah.
- b. They're also working on conflict of interest forms for board members, specific to the Library.

VIII. DIRECTOR'S REPORT

- a. Noah expressed appreciation for Deborah's work as the Interim Director of the Library and noted that she has been an excellent resource during his onboarding process. Although the learning curve for the organization has been steep, the Executive Leadership Team have been helping him get up to speed. He's getting to know the system through attending programs, touring branches, and talking to staff.
- b. He's also getting to know City Council and met with them during their working session on Tuesday to present a recently approved budget amendment. They had a great discussion about safety needs at the library.
- c. [The Director's Report](#), which highlights monthly programs and services at the library, also includes the MOCA roof report showing progress on the roof renovation. There have been a number of leaks during demolition that have required cleanup, but Gordon met with the construction company and have agreed to split the cost of the cleanup work.

- i. During the leaks and cleanup work, the team had to close some floors to the public. Staff did a great job stepping up to manage visitors who were upset about crowding on the first floor. Noah helped out as a greeter and had the chance to work alongside staff.
 - ii. A number of fire sensors will need to be replaced, but the team doesn't want to make the replacement until waterproofing is complete so they won't have further damage. The safety team is on fire watch until the repair is made.
- d. Tyler Bahr, Finance Director, presented the [2024 Q1 Finance Report](#).
 - i. This statement shows the expenditures and revenues for the fiscal year. Tyler noted that managers are generally doing a good job of staying under budget.
 - ii. Property tax has come in higher than anticipated. Interest earnings look low, but the team is still in the process of reconciling. Interest rates are high compared to where they've been the last couple of years.
 - iii. Adam asked if there's a reason personal property taxes came in significantly higher. Tyler noted that he would do some research to see if he can figure out the cause. He was also asked to look at why some of the expenditures seem low for this part of the fiscal year, and why others seem high.
- e. Noah's 30/60/90 Day Plan
 - i. Noah shared a plan for his areas of focus for his first 30, 60, and 90 days in the office.
 - ii. For the first 30 days, Noah plans to spend this time learning about the Library and familiarizing himself with organizational priorities like the Library Facilities Plan. He is setting up meetings to get to know board members, staff, members from the City Council, and other stakeholders.
 - iii. For the time up to the first 60 days, Noah plans to meet with departments for a more thorough understanding of their work at the library. He'll also work to engage external stakeholders and move forward with the work of organizational priorities.
 - iv. Moving into 90 days, Noah will develop a guiding strategy and plan for FY25, focusing on pre-existing organizational priorities and projects. He hopes to begin implementing any necessary changes to organizational structure. By this time, he'd like a plan for future strategic planning.
 - v. Carol expressed that Noah has a lot of work ahead of him, but he has a great team to support him. Noah agreed that the staff at the library are very talented and he looks forward to serving the Library together.

IX. ADJOURN

- a. The board moved to adjourn the meeting. Board members Lu Marzulli, Ron McClain, Carol Osborn, Bonnie Russell, Sariah Toronto, and Adam Weinacker all voted in favor. The motion passed and the meeting adjourned at 5:44pm.

UPCOMING SCHEDULE

The next will be held

Monday February 26, 2024, 4:00pm

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

With a virtual option via Google Meet