

THOSE IN ATTENDANCE:

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

THOSE EXCUSED:

Bonnie Russell

ADDITIONAL STAFF IN ATTENDANCE:

Noah Baskett, Executive Director
Tyler Bahr, Assistant Director of Finance
Shelly Chapman, Human Resources Manager
Kimberly Chytraus, Senior City Attorney

Deborah Ehrman, Deputy Director
Ben Luedtke, City Council Liaison
Daniel Neville-Rehbehn, Assistant Director of Customer Experience
Heidi Voss, Executive Administrator

I. CALL TO ORDER

Board President Adam Weinacker called the meeting to order at 4:07pm.

II. APPROVAL OF MINUTES

The board moved to approve the February 26, 2024 minutes as written. Board members Ron McClain, Carol Osborn, Sarah Reale, Cathy Stokes, Sariah Toronto, and Adam Weinacker all voted in favor. Lu Marzulli was not present for the vote. The motion passed.

III. PUBLIC COMMENT

No members of the public offered comments.

IV. OLD BUSINESS

a. [FY24–25 Proposed Budget](#)

- i. Assistant Director of Finance Tyler Bahr let the board know that the team has been able to discuss the Library’s proposed FY25 budget with several members of City Council, explaining that the requested amount reflects a multi-year budget strategy and contingency. The amount is higher now so we don’t need to ask for another tax rate increase until 2029.
- ii. Tyler reviewed the major requests of the proposed operating budget:
 1. Increasing staff compensation
 2. Moving toward optimal staffing levels
 3. Investing in the collection
- iii. As well as the major requests in the capital budget:
 1. Safety and infrastructure
 2. Finishing and maintaining existing projects and infrastructure
 3. The Library Facilities Plan
- iv. Contingency was included in the FY25 budget under the direction of city council to assist the Library in moving forward with urgent projects if revenue comes in higher than expected. This budget category will allow spending on pre-approved projects without having to come back to city council for a budget amendment.
 1. For example, the team wanted to include funds to repair the roof of the crescent wall at Main, but didn’t feel comfortable with a higher ask for the tax increase. If enough revenue comes in, the team may proceed with the repair.

- v. This budget includes a \$5.3 mil requested increase to the budget, with \$2.2 mil for immediate needs and \$3.1 mil for needs across the next five years.
- vi. The certified tax rate estimated for this budget would still be less than the tax rate for the Library in 2019.
- vii. Since the last meeting, the team has adjusted the revenue numbers for the proposed budget based on guidance from the City.
- viii. Board President Adam Weinacker thanked the team for their work preparing the proposed budget.
- ix. The board moved to approve the FY24–25 budget. Board members Lu Marzulli, Ron McClain, Carol Osborn, Sarah Reale, Cathy Stokes, Sariah Toronto, and Adam Weinacker all voted in favor. The motion passed.

VI. POLICY MANUAL UPDATE CHECK-IN

- a. Executive Assistant Heidi Voss provided an update on team's progress updating the Library's policy manual. This project began in April 2022 and the board has passed 11 policy manual updates.
- b. These updates better position the team to respond to intellectual freedom challenges, reduces liability for outdated procedures, and creates space for the team to consider adding new policy sections that may be needed.
- c. These policy updates were made in the midst of a variety of other board business, including purchasing property in the Ballpark area, hiring a new executive director, and reviewing the annual audit.
- d. Heidi showed the board the internal project board the team is using to track policy updates that are in-process, backlogged, complete, or on hold. Each policy update the team prepares to bring to the board for consideration is reviewed by multiple teams ahead of time.
- e. If the project proceeds at the same rate of 5-6 updates a year, the policy manual will be fully updated by the end of 2027. From there, the team can set up a system to review each policy every three years so another large overhaul project isn't needed.

VII. BOARD PRESIDENT'S REPORT

- a. The board has received a few applications to fill the current vacancy on the board. Adam is setting up a meeting with a prospective new board member who could be a good addition.
- b. Lu Marzulli and Cathy Stokes will also be leaving the board when their terms expire in June. This means filling two more positions. Adam has sent messages to community councils in areas where the board is missing representation in an effort to encourage applications from those areas.
- c. In June, the board will need to elect new officers, which means a nominating committee will need to convene. Adam will be reaching out to see who would like to serve on the committee.
- d. As a reminder, the April 22 meeting will be in-person only at the Marmalade branch and the May meeting will be early because of Memorial Day.

VIII. DIRECTOR'S REPORT

- a. Executive Director Noah Baskett provided highlights from the [March Director's Report](#).
 - i. The Salt Lake City Public Library was recently ranked as the 15th most popular library in the world, based on Google review scores, Wikipedia page views, and social media posts.
 - ii. Noah has received comments Book Baby program attendees that they have been connecting with other parents and community members through the program.
 - iii. The annual seed swap at the beginning of March brought in over 300 attendees despite a blizzard. Over 1,200 seeds were distributed.

- b. The team has submitted a counter proposal related to collective bargaining to representatives from AFSCME and are waiting to hear back.
- c. Leadership has conducted a few staff surveys beginning last fall, which has provided helpful insight.
 - i. Staff have high trust in their direct managers believe their managers to be effective leaders.
 - ii. They are concerned about the clarity of our mission and transparency in communication and decision making. Noah noted that he has already worked with the team to address some of those concerns during the budget preparation process. The budget proposal this year was formed collaboratively with managers, who worked with staff to identify priorities.
 - iii. He has scheduled meetings with departments and branches to talk through the budget in more detail and better understand the work of those departments.
- d. The Library has engaged in a short term contract from now until July of this year to assess the organizational structure of the executive leadership team. The management team will soon meet with this contractor to begin work.
 - i. The goals of this project are to provide more clear lines of communication for staff concerns and transparency in how decisions are made by clarifying who is responsible for what types of decisions.
- e. The roof is on track for opening in late summer or early fall. The city council approved the most recent budget amendment for the funds to complete this project. The team would like to hold a grand opening when the roof is ready for visitors again.
- f. A final budget amendment is needed for the current fiscal year because of the Inland Port pass-through funds.
 - i. To get on the city council agenda before the end of the fiscal year, the board will need to vote on the amendment before the end of March. This means calling a special session.
 - ii. Board members agreed to hold a special session on Wednesday March 27 at 5:30pm.

IX. ADJOURN

- a. The board moved to adjourn the meeting. Board members Lu Marzulli, Ron McClain, Carol Osborn, Sarah Reale, Bonnie Russell, Sariah Toronto, and Adam Weinacker all voted in favor. The motion passed and the meeting adjourned at 5:29pm

UPCOMING SCHEDULE

The next will be held

Wednesday March 27, 2024, 5:30pm

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

With a virtual option via Google Meet