

THOSE IN ATTENDANCE:

Adam Weinacker, President
Deeda Seed, Vice President
Dr. Dan Cairo
Ron McClain
Cathy Stokes
David Wirthlin

THOSE EXCUSED:

Carol Osborn, Secretary
Lu Marzulli

ADDITIONAL STAFF IN ATTENDANCE:

Debbie Ehrman, Interim Executive Director
Gordon Bradberry, Assistant Director of IT and Facilities
Jace Bunting, Finance Manager
Merrily Cannon, Utah State Library
Shelly Chapman, Human Resources Manager
Kimberly Chytraus, Senior City Attorney
Liesl Jacobson, Assistant Director of Community Engagement

Chaundra Johnson, Utah State Library
Daniel Neville-Rehbehn, Assistant Director of Customer Service
Paul Skeen, Eide Bailly
Quinn Smith, Assistant Director of Marketing and Communications
Allison Spehar, Admin Manager of Equity and Org Development
Heidi Voss, Executive Administrator
Russell Weeks, Public Policy Analyst

I. CALL TO ORDER

Board President Adam Weinacker called the meeting to order at 4:04pm. He read the following statement regarding anchor locations for this meeting:

I, Adam Weinacker, Salt Lake City Public Library Board Chair, hereby determine that conducting the Salt Lake City Public Library Board meeting at an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The World Health Organization, the President of the United States, the Governor of Utah, the Salt Lake County Health Department, Salt Lake County Mayor, and the Mayor of Salt Lake City have all recognized a global pandemic exists related to the new strain of the coronavirus, SARS- CoV-2.

Due to the state of emergency caused by the global pandemic, I find that conducting a meeting at an anchor location under the current state of public health emergency constitutes a substantial risk to the health and safety of those who may be present at the location.

III. COMMUNICATION AND PUBLIC COMMENT

No members of the public offered comments.

IV. BOARD PRESIDENT'S REPORT

Members of the library administration met with small groups of board members to answer additional questions about the process for hiring a new executive director. Adam will appoint the search committee. Debbie noted if the committee chooses to use a search firm, the RFP process will take about three months, and working with the firm will take about 12-15 months, which could potentially place a new director by the spring of 2023.

Some board members expressed dissatisfaction with the length of this timeline. Adam noted administration has emphasized that many of the library's previous directors haven't remained in place for very long and the search shouldn't be rushed. Taking appropriate time with the director search would also allow for administration to improve operational structure to set up the new executive director for success.

II. APPROVAL OF MINUTES

The board moved to approve the October 25, 2021 minutes as written. The motion passed unanimously.

VIII. NEW BUSINESS

- a. Audit Report - Paul Skeen, Eide Bailly
 - i. He noted that organizations as large as the City Library typically don't have such a clean report, which is impressive given how small the finance department is.
 - ii. His firm is issuing an unmodified opinion and a clean report. They found no deficiencies in internal controls.

V. LIBRARY DIRECTOR'S REPORT

- a. Jace Bunting, Finance Manager, presented the October 2021 Financial Report.
 - i. He noted that the cash flow balance remains healthy.
- b. Debbie Ehrman, Interim Executive Director, provided some highlights from the Director's Report.
 - i. Partnerships going on with local organizations are leading to great initiatives.
 - ii. The library is seeing an increase in incidents involving violence, vandalism, and substance abuse. The leadership team is working on short term and long term ways to address the problems. One of the short term solutions is closing Day-Riverside early each night to allow safety team members to be on-site for closing.
 - iii. The library will be working with KultureCity to become Sensory Inclusive Certified. This training will help staff members better understand members of the public with sensory differences. Sensory inclusive bags with engaging items that can help lessen sensory overload will become available for checkout for patrons to use while in the library.

VI. LIBRARY BOARD TRUSTEE TRAINING

- a. Chaundra Johnson and Merrily Cannon from the Utah State Library provided a Library Board Trustee training.
 - i. They reviewed the legal responsibilities of library board members, the ethical values of governing the board, how board meetings are governed, and preparing strategic or long term plans.
 - ii. They noted it's a good idea to take the time to hire the right candidate for a new executive director. The job market is tricky right now, but we're fortunate to have a strong interim director so we don't have to rush the process.
 - iii. [Slides from the presentation may be viewed here.](#)

VII. OLD BUSINESS

- a. N/A

X. ADJOURN

- a. The board moved to adjourn the meeting, and the motion passed unanimously. The meeting adjourned at 5:56pm.

UPCOMING SCHEDULE

The next will be held

Monday, December 13, 2021, 4pm

Meeting will be held virtually via Google Meet