

**THOSE IN ATTENDANCE:**

Adam Weinacker, President  
Deeda Seed, Vice President  
Carol Osborn, Secretary  
Lu Marzulli  
Ron McClain  
David Wirthlin

**THOSE EXCUSED:**

Dr. Dan Cairo  
Cathy Stokes

**ADDITIONAL STAFF IN ATTENDANCE:**

Debbie Ehrman, Interim Executive Director  
Gordon Bradberry, Assistant Director of IT and Facilities  
Jace Bunting, Finance Manager  
Kimberly Chytraus, Senior City Attorney  
Liesl Jacobson, Assistant Director of Community Engagement

Daniel Neville-Rehbehn, Assistant Director of Customer Service  
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 4:05pm. 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 due to ongoing health concerns related to the global COVID-19 pandemic.

**II. APPROVAL OF MINUTES**

The board moved to approve the November 22, 2021 minutes as written. The motion passed unanimously.

**III. COMMUNICATION AND PUBLIC COMMENT**

No members of the public offered comments.

**IV. BOARD PRESIDENT'S REPORT**

Adam Weinacker has been reaching out to board members about serving on the Executive Director Search Committee. Board meetings will also continue to take place virtually, as a new COVID-19 variant is spreading rapidly.

**V. LIBRARY DIRECTOR'S REPORT**

- a. Debbie Erhman, Interim Executive Director, provided some highlights from the Director's Report.
  - i. Teen librarians provided ACT study care packages for those preparing for the test.
  - ii. Our nonfiction librarians continue to provide grant seeking assistance for organizations applying for funds.
  - iii. She provided more background on the making of the "This Was the Place" four-part documentary series celebrating Native American Heritage.
- b. Jace Bunting, Finance Manager, presented the November 2021 Financial Report.
  - i. Collections are similar to what we have budgeted in revenue for the year. We will likely receive two more allocations in this budget.

- ii. Facilities and commercial space is under what we budgeted, but the passport office revenues are over, so they will hopefully balance out.
- iii. Expenses are on par for where we are in the fiscal year.
- c. Fraud Risk Assessment
  - i. The reason our finance department is now asked to complete a fraud risk assessment is the state auditor's office is concerned boards aren't fully aware they have fiscal responsibility. A common response when an issue comes up is, "why didn't we know about this sooner?" The intent of the assessment is to uncover issues sooner.
  - ii. This is a self-assessment completed by staff and presented to the board. This review of controls and procedures assesses fraud risk. It doesn't indicate whether fraud has or hasn't happened.
  - iii. Last year we were in the "very high" risk category. After some improvements we're now in the "moderate" category. We've put in place mitigating controls that allow us to get full points for the basic separation of duties.
  - iv. We can look at other ways to reduce risk to move closer to the "low" category. Jace encouraged board members to review the report and contact himself or Debbie to answer questions.

## **VI. OLD BUSINESS**

- a. 2022 Board Meeting Schedule
  - i. The board moved to approve the proposed schedule and the motion passed unanimously.
- b. Audit Report
  - i. Eide Bailly presented the audit report last month. The auditor awarding a clean report is a credit to Jace's commitment to keeping the finances of the library in order. Adam offered gratitude for his work.
  - ii. The board moved to accept the report and the motion passed unanimously.

## **VII. NEW BUSINESS**

- a. Mission and Vision Presentation
  - i. Daniel Neville-Rehbehn, Assistant Director of Customer Experience, and Allison Spehar, Administrative Manager of Equity and Organizational Development presented background for a proposed new mission and vision for the library.
  - ii. In May the Executive Leadership Team of the library identified four projects to care for systemwide needs. One of those was assessing the library's mission statement, which is twenty years old and doesn't meet the definition of a mission used by the Stanford School of Business.
  - iii. The team worked on the mission statement with iteration and refinement and have proposed a new version. "Your City Library: Building a foundation of equity, connection, and limitless possibilities.
  - iv. A mission statement is a guiding north star but doesn't indicate how we get there. A vision statement can help solidify where we want to be 5-10 years in the future. The proposed vision statement is, "We are active in our community and collaborate to address needs and realize aspirations. We connect people to information, resources, experiences, and each other. Our work sustains a vibrant SLC."
  - v. An Impact Map can show how the mission and vision flows down to tactics, with different levels of involvement for different staff members.
  - vi. The Leadership Team reached out to the Management Team and staff for feedback.
  - vii. We hope a clear articulation of our core identity will help us attract a director who aligns with where the organization is headed. The new mission doesn't indicate a change of

direction for the library, but is meant to honor changes from traditional librarianship already underway.

- viii. Presenters asked for written feedback from board members they plan to answer at the next board meeting in January.
- ix. [See the slides from the presentation here.](#)
- b. Director Search Framework
  - i. After the discussion at last month's board meeting Adam prepared the following resolution regarding the search for a new executive director:
  - ii. The Board of Directors of the Salt Lake City Public Library System is charged with hiring a new Executive Director. To that end, the Board adopts the following general framework to guide the Executive Director search:
    - 1. January 2022: Board President to appoint Executive Director search committee ("Search Committee") consisting of at least three members of the Board and additional members as the Board President shall determine. The Search Committee is charged with conducting matters related to identifying Executive Director candidates for the Board to consider, including whether to engage a consulting firm to assist with that process.
    - 2. February 2022: Search Committee convenes first meeting.
    - 3. February 2022-July 2022: Initial Search Committee work (period assumes the Search Committee recommends a request for proposal for a consulting firm and finalizing contract with firm)
    - 4. July 2022 forward: Further Search Committee work toward identifying candidates and recommending candidates for Board consideration.
  - iii. The Board recognizes that this framework is flexible and is meant as guidance for the process of identifying and hiring an Executive Director. The Board also requests from the Library's executive leadership team ("ELT") updates during this process regarding the ELT's progress in its work on the Library's mission and vision, Job roles and Responsibilities, Communication strategy, and System Priority Teams implementation.
  - iv. The board moved to adopt the resolution and the motion passed unanimously.

#### **VIII. ADJOURN**

- a. The board moved to adjourn the meeting, and the motion passed unanimously. The meeting adjourned at 5:33pm.

#### **UPCOMING SCHEDULE**

The next will be held

Monday, January 23, 2022, 4pm

Meeting will be held virtually via Google Meet