

**THOSE IN ATTENDANCE:**

Adam Weinacker, President  
Deeda Seed, Vice President  
Carol Osborn, Secretary  
Cathy Stokes  
David Wirthlin

**THOSE EXCUSED:**

Dr. Dan Cairo  
Ron McClain  
Lu Marzulli

**ADDITIONAL STAFF IN ATTENDANCE:**

Debbie Ehrman, Interim Executive Director  
Gordon Bradberry, Assistant Director of IT and Facilities  
Jace Bunting, Finance Manager  
Shelly Chapman, Human Resources Manager  
Kimberly Chytraus, Senior City Attorney

Liesl Jacobson, Assistant Director of Community Engagement  
Daniel Neville-Rehbehn, Assistant Director of Customer Service  
Allison Spehar, Admin Manager of Equity and Org Development  
Heidi Voss, Executive Administrator  
Ben Luedtke, City Council Liaison

**I. CALL TO ORDER**

Board President Adam Weinacker called the meeting to order at 4:03pm. 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 December 13, 2021 minutes as written. The motion passed unanimously.

**III. COMMUNICATION AND PUBLIC COMMENT**

Ben Swisher, Rikki Longino, and Polly Llewellyn, staff members at the library, offered public comments. [Here is a summary of their comments.](#)

**IV. BOARD PRESIDENT'S REPORT**

Board members Lu Marzulli and Ron McClain have agreed to serve on the Executive Director Search Committee along with Board President Adam Weinacker. Debbie Ehrman, Allison Spehar, and Shelly Chapman will also participate in the committee.

The Finance Committee is scheduled to meet on February 24th to review the budget before the next board meeting. Adam noted it's a challenge to make sure everyone is fairly compensated and they'll see what they can do.

**V. LIBRARY DIRECTOR'S REPORT**

- a. Debbie Erhman, Interim Executive Director, welcomed our new City Council Liaison, Ben Luedtke. Ben noted he is a council analyst for budget amendments and policy documents, and enjoys visiting the Chapman branch.
- b. Debbie also provided some highlights from the Director's Report.

- i. Due to staff shortages, especially with the safety team, the leadership team decided to close the Main branch of the library to in-person services. Curbside services are still available. VOA continues to serve clients in an open tennant space. The library is also distributing KN95 masks from the Salt Lake County Health Department.
- ii. Virtual events are continuing as scheduled. We hoped to return to in-person programming on February 1st, but because of the spike in COVID-19 cases from the Omicron variant, we have pushed back our target date to March 1st.
- iii. The Library Journal has designated the Salt Lake City Public Library a five star public library, which is their highest honor.
- iv. Patrons continue to enjoy take-home kits and content on Biblioboard.
- c. Jace Bunting, Finance Manager, presented the [December 2021 Financial Report](#).
  - i. The library will continue to receive tax revenue payments, which will be added to the revenue lines. Later, a settlement from the city will assure we've received the correct amount.
  - ii. Our expenditures shows an overspend of \$91,000 from the flood last August. Some of those costs are still coming in. We will look for a way to cover the deficit either by reallocating or asking for an increase in the budget.
  - iii. We received a couple of grants we weren't expecting, so we'll have to request a reallocation or budget amendment for those funds as well.

## **VI. MISSION AND VISION RECAP AND Q&A**

- a. Daniel Neville-Rehbehn and Allison Spehar gave a presentation about a proposed update to the library's mission and vision at last month's board meeting. Since then, they have been meeting with staff for feedback to see how their work relates to what has been proposed.
- b. An Impact Framework provides a connection between the mission/vision and objectives/key results. These objectives and key results outline specific goals for the next five years the organization hopes to meet.
- c. Managers and staff have responded that the objectives well reflect their collective work.
- d. Next, the team will reach out to the community for feedback.
- e. [See the full slides here](#).

## **VII. JOB ROLES AND RESPONSIBILITIES**

- a. The board requested updates on systemwide priorities the Executive Leadership Team is working on before a new Executive Director is hired. Daniel Neville-Rehben presented this update.
- b. The leadership team has noted that work performed by staff members with the same title is inconsistent throughout the system. They're working to assess roles and responsibilities for different positions so staff members are working at the appropriate level.
- c. This assessment should also re-prioritize managers' work and identify gaps in growth plans.
- d. After the current COVID-19 spike, leaders hope to meet with focus groups to see how staff members view their jobs and how that relates to the drafted ideal state of their responsibilities.
- e. A couple of board members commented that this process seems cumbersome. Daniel responded that this is important to human centered design, which allows participants to have a sense of ownership in what is being created. It is an established practice in change management.
- f. [See the full slides here](#).

## **VIII. OLD BUSINESS**

- a. N/A

## **IX. NEW BUSINESS**

- a. N/A

**X. ADJOURN**

- a. The board moved to adjourn the meeting, and the motion passed unanimously. The meeting adjourned at 5:43pm.

**UPCOMING SCHEDULE**

The next will be held

Monday, February 28, 2022, 4pm

Meeting will be held virtually via Google Meet