

THOSE IN ATTENDANCE:

Adam Weinacker, President
Deeda Seed, Vice President
Carol Osborn, Secretary
Lu Marzulli
Ron McClain
Sarah Reale

THOSE EXCUSED:

Dr. Dan Cairo
Cathy Stokes
David Wirthlin

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

Ben Luedtke, City Council Liaison
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

I. CALL TO ORDER

Board Vice President Deeda Seed called the meeting to order at 4:06pm. She read the following statement regarding anchor locations for this meeting:

I, Deeda Seed, Salt Lake City Public Library Board Vice President, 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.

III. COMMUNICATION AND PUBLIC COMMENT

No members of the public offered comments.

II. APPROVAL OF MINUTES

The board moved to approve the March 18, 2022 and the April 19, 2022 minutes as written. The motion passed unanimously.

IV. BOARD PRESIDENT'S REPORT

The Executive Director Search Committee has met to discuss the process for hiring a new executive director for the library. The search committee has decided to work with an executive search firm and are drafting an RFP.

V. LIBRARY DIRECTOR'S REPORT

- a. Debbie Ehrman, Interim Executive Director, provided some highlights from [the Director's Report](#)
 - i. The Library has expanded open hours and teams are planning in-person events. Masks are still welcome for those who would like to continue wearing them.
 - ii. Art exhibits have been available at multiple system locations, and our 12 Minutes Max performance art program is celebrating its 8th anniversary.
 - iii. We had an emergency evacuation at Main last Monday. Thank you to the safety team and staff for responding quickly. Teams are working on revising our emergency procedures with a variety of different scenarios in mind.

- iv. Juneteenth has been approved as a new federal holiday and we plan to propose an update to add this holiday to our employee handbook.
- b. Mission and Vision Update - Daniel Neville-Rehbehn and Allison Spehar
 - i. Allison reviewed the process for creating the proposed mission and engagement done with the library board in December. Since then, team members have been working on engagement with library staff and members of the public.
 - ii. Staff have reflected that free and open access is core to our services. They've been excited about the draft objectives that go along with the proposed mission, which help provide more direction for day-to-day work.
 - iii. Community members have participated in interactive displays. Their feedback shows a lot of agreement with what the team has put together as well as ideas for what may be missing.
 - iv. The team will have a draft motion for the final proposed mission statement in May.
- c. Jace Bunting, Finance Manager, presented the [March 2022 Financial Report](#).
 - i. Jace noted the final tax settlement with the county will be about \$35,000. This is a small amount they will withhold, so that's good news.
 - ii. Expenditures don't look out of the ordinary. If an amount is over the annualized amount, that's likely because it was a one-time payment. It should even out at the end of the year.
 - iii. No activity in the debt service fund, but the April payment for Glendale and Marmalade just came due. Those bonds were recently refinanced by the city, so there will be savings to the library on those payments going forward.

VI. OLD BUSINESS

- a. [Budget Amendment](#)
 - i. Debbie thanked those who were able to attend the special session to discuss a budget amendment to include funds for a temporary Ballpark location in next year's budget. She also thanked leadership team members for putting together revisions to the budget book so quickly.
 - ii. The board moved to replace the Library's FY2023 Budget Book adopted on March 28th with the new FY2023 Budget Book that includes funding for a Library presence in the Ballpark neighborhood. The motion passed unanimously.

VII. NEW BUSINESS

- a. Policy Update - Borrowing Materials
 - i. Heidi Voss presented about the current state of the City Library's policy manual. The manual is overly long and includes detailed procedures. Because of this, it's difficult to keep manual sections up to date.
 - ii. The team would like to update the manual section by section. Procedures will move to a procedure manual. Internal policies that apply to employees will move to the employee handbook.
 - iii. [Here are the slides from the presentation](#).
 - iv. The first updated section is "[Borrowing Materials](#)"—formerly "Circulation."
 - v. Board members will review and send comments via email or bring questions to the next meeting.

VIII. BOARD PRESIDENT'S REPORT (CONT.)

- a. The board has convened a nominating committee with Deeda Seed serving as the chair and Carol Osborn serving as the vice-chair.

- b. Since Deeda will be leaving the board, there will be a vacancy on the executive committee. If board members are interested in serving on the executive committee, they're encouraged to let the committee know.

IX. ADJOURN

- a. The board moved to adjourn the meeting, and the motion passed unanimously. The meeting adjourned at 5:13pm.

UPCOMING SCHEDULE

The next will be held

Monday, May 23, 2022, 4:00pm

Meeting will be held virtually via Google Meet