

THOSE IN ATTENDANCE:

Adam Weinacker, President
Deeda Seed, Vice President
Carol Osborn, Secretary
Dr. Dan Cairo
Lu Marzulli
Ron McClain
Sarah Reale
Cathy Stokes
David Wirthlin

THOSE EXCUSED:

ADDITIONAL STAFF IN ATTENDANCE:

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

Shauna Edson, Technology and Digital Equity Coordinator
Patrick Hutchings, Events Associate
Liesl Jacobson, Assistant Director of Community Engagement
Quinn McQueen, Assistant Director of Marketing and Comm

I. CALL TO ORDER

Board President Adam Weinacker called the meeting to order at 4:07pm. He read the following statement regarding anchor locations for this meeting:

I, Adam Weinacker, Salt Lake City Public Library Board 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.

II. APPROVAL OF MINUTES

The board moved to approve the May 23, 2022 minutes as written. Adam Weinacker, Carol Osborn, Lu Marzulli, Ron McClain, and Sarah Reale voted in favor. Deeda Seed, Dr. Dan Cairo, Cathy Stokes, and David Wirthlin were not present for the vote. The motion passed.

III. COMMUNICATION AND PUBLIC COMMENT

No members of the public offered comments.

IV. BOARD PRESIDENT'S REPORT

The Executive Director Search Committee met last month to review criteria to grade proposals for an executive search firm. The committee will be reviewing six proposals according to the criteria they set. They hope to have a selection to propose to the board soon.

The City Council approved the Library's proposed budget. Board President Adam Weinacker expressed appreciation for those who helped prepare the budget, especially with the last minute additions.

Adam thanked Deeda Seed for her service on the library board, as this was her last meeting. She has had decades of influence on the library outside of her role as a board member and has shared a depth of knowledge on libraries as she's served on the board. He noted he hopes her connection to our library continues. Deeda affirmed her appreciation for the creativity and initiative she's seen from library staff, for

the work the board is doing in selecting a new director, and for respecting freedom of information and freedom of speech. She plans to continue cheering everyone on as a patron.

V. LIBRARY DIRECTOR'S REPORT

- a. Liesl Jacobson, Interim Deputy Director, provided the [Director's Report](#).
 - i. The Library's Super Summer Challenge began on June 1st and we already have 7,500 sign-ups from community members.
 - ii. We're celebrating a return to in-person programming. Staff and patrons are thrilled to return to this service, including art programs, outdoor storytimes, and crafting.
 - iii. The report also includes some IT and Maintenance projects from the past month and articles where we've been mentioned in the media.
- b. Jace Bunting, Finance Manager, presented the [May 2022 Financial Report](#).
 - i. The May report shows a total tax revenue decrease. Jace explained that this decrease is not relative to the revenue we brought in, but reflects the pass-through funds from the county to the inland port.
 - ii. For this fiscal year, we anticipated using money from our fund balance to supplement our revenue. We're well above collections on our revenue compared to what we budgeted, so we likely won't need to use as much, if any, fund balance to supplement this year.
 - iii. On the expenditure side, we're over the annualized percentage of 92% in collections and capital outlays because of the flood we had at Main. We will reallocate funds to cover this. Jace noted that we're doing well in our expenditures.

VII. FCA UPDATE

- a. The Library previously worked with a contractor to review the current conditions of the system's facilities and completed a Facilities Condition Assessment. Since then, the maintenance team has been working on a variety of repairs, remodels, and updates to assure our buildings are in working order.
- b. Gordon Bradberry walked the board through a variety of projects at each branch, [detailed in this document](#). His presentation included projects that are backlogged, in progress, or on hold, as well as items in assessment and new concerns they're tracking.

VIII. OLD BUSINESS

- a. [Capital Budget Reallocations](#)
 - i. These three reallocations were brought up as new business last month and include three requests. Jace Bunting reviewed the requests detailed in the attached document.
 - ii. The board moved to reallocate \$201,140 from the urban room ceiling project with \$91,700 going to the Foothill roof project, \$107,040 going to the Main west entrance paver project, and \$2,400 going to the pipe break flood project. Adam Weinacker, Deeda Seed, Carol Osborn, Dr. Dan Cairo, Lu Marzulli, Ron McClain, Sarah Reale, Cathy Stokes, and David Wirthlin voted in favor. The motion passed.
 - iii. The board moved to reallocate \$18,000 from the server room remodel to the purchase of a new forklift. Adam Weinacker, Deeda Seed, Carol Osborn, Dr. Dan Cairo, Lu Marzulli, Ron McClain, Sarah Reale, Cathy Stokes, and David Wirthlin voted in favor. The motion passed.
 - iv. The board moved to reallocate \$225,000 for the aluminum cladding project to the Main roof replacement project. Adam Weinacker, Deeda Seed, Carol Osborn, Dr. Dan Cairo, Lu Marzulli, Ron McClain, Sarah Reale, Cathy Stokes, and David Wirthlin voted in favor. The motion passed.
- b. [Sick Leave Policy Update](#)

- i. This policy update specifically calls out mental illness or mental healthcare as reasons to use sick leave. This recommendation came from the Wellness Committee.
 - ii. Board members discussed the use of the term “burnout” in the problem statement for the recommended update and asked whether the team is taking additional measures to help with burnout at the library.
 - 1. Shelly Chapman, Human Resources Manager, noted that leadership has purchased an organizational account for Headspace, a meditation and exercise app. All staff members have access to this resource. They’re also looking at ways to improve the Employee Assistance Program.
 - 2. A member of the board also asked if the term “burnout” is defined, but the term isn’t used in the language of the update itself.
 - iii. A board member expressed concern that the wording of the language may be too broad. Another board member noted that specifics can be worked out in the Library’s process for carrying out the policy.
 - iv. The board moved to approve the policy update. Adam Weinacker, Deeda Seed, Dr. Dan Cairo, Lu Marzulli, Ron McClain, Sarah Reale, Cathy Stokes, and David Wirthlin all voted in favor. Carol Osborn was not present for the vote. The motion passed.
- c. [Internet Access Policy Update](#)
- i. This policy was created to meet the guidelines established in [Utah State Code 9-7-215](#) and must be reviewed by the board every three years. Minor wording changes have been recommended.
 - ii. A board member asked about whether personally identifiable information should be addressed in this policy and whether the library collects such information.
 - 1. Gordon Bradberry explained that the library does not track any information when patrons log into computers. The computers reset and the cache is cleared when users log off.
 - 2. The board noted that personally identifiable information may be a helpful item to include in a future update for this policy, but that we don’t have time to add before the state library’s deadline.
 - iii. The board moved to approve this update. Adam Weinacker, Deeda Seed, Dr. Dan Cairo, Lu Marzulli, Sarah Reale, and David Wirthlin all voted in favor. Carol Osborn and Cathy Stokes were not present for the vote. Ron McClain abstained from the vote. The motion passed.

VIII. NEW BUSINESS

- a. Vote on Officers
 - i. Deeda Seed served as the nominating committee and presented the nominations for board officers for the upcoming year:
 - 1. Adam Weinacker as President
 - 2. Carol Osborn as Vice President
 - 3. Sarah Reale as Secretary
 - ii. No nominations were made from the floor.
 - iii. The board moved to approve the slate of officers presented by the nominating committee. Adam Weinacker, Deeda Seed, Dr. Dan Cairo, Lu Marzulli, Ron McClain, Sarah Reale, and David Wirthlin voted in favor. Carol Osborn and Cathy Stokes were not present for the vote. The motion passed.
- b. [Creative Labs Policy Change](#)
 - i. Shauna Edson, Technology and Digital Equity Coordinator, presented this policy change.
 - ii. The proposed policy, “Creative Labs” would replace the current policy for “Computer Services.”

- iii. The technology landscape at the library has changed significantly since the original policy was written. When this policy was first written, the library system had just one Technology Center at Main. This has been replaced with the Creative Lab, which can be found at multiple branches. The updated language reflects a systemwide approach to Creative Labs.
- iv. The current policy carries redundant language from the Internet Access policy and the Acceptable Use policy in the Employee Handbook. The update would remove this language.
- v. The board expressed concern that the new version of the policy is much shorter than the original and would like a more detailed document explaining why certain wording would be removed.

IX. ADJOURN

- a. The board moved to adjourn the meeting. Adam Weinacker, Deeda Seed, Dr. Dan Cairo, Ron McClain, Lu Marzulli, Sarah Reale, David Wirthlin voted in favor. The motion passed and the meeting adjourned at 5:38pm.

UPCOMING SCHEDULE

The next will be held

Monday, July 18, 2022, 4pm

Meeting will be held virtually via Google Meet