

**THOSE IN ATTENDANCE:**

Adam Weinacker, President  
Carol Osborn, Vice President  
Sarah Reale, Secretary  
Dr. Dan Cairo  
Ron McClain  
Cathy Stokes

**THOSE EXCUSED:**

Lu Marzulli  
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  
Dave Corrington, Public Safety Manager

Shauna Edson, Technology and Digital Equity Coordinator  
Liesl Jacobson, Assistant Director of Community Engagement  
Quinn McQueen, Assistant Director of Marketing and Comm  
Daniel Neville-Rehbehn, Assistant Director of Customer Service  
Allison Spehar, Admin Manager of Equity and Org Development

**I. CALL TO ORDER**

Board President Adam Weinacker called the meeting to order at 4:05pm.

**III. COMMUNICATION AND PUBLIC COMMENT**

No members of the public offered comments.

**IV. BOARD PRESIDENT'S REPORT**

The Executive Director Search Committee has received proposals from executive search firms and will be interviewing top candidates next week. The board is still meeting virtually, since there has been an increase of COVID-19 cases. The Executive Committee is still considering whether to move to a hybrid meeting in August.

**V. LIBRARY DIRECTOR'S REPORT**

- a. Deborah Ehrman, Interim Director, provided the [director's report](#).
  - i. This month, the library has returned to offering in-person programs including a candlelit yoga session at Marmalade and a book group that virtually toured a location used as the setting of that month's book.
  - ii. Staff members recently attended and presented at the American Library Association conference. This is a great opportunity to share and learn best practices from libraries across the country.
  - iii. Staff used outreach events to encourage kids to sign up for the Super Summer Challenge.
- b. Jace Bunting, Finance Manager, presented the [June 2022 Financial Report](#).
  - i. The month of June concludes the financial year, and the team will continue posting transactions to FY22 as they come in.
  - ii. Our actual revenues are almost \$25 million, which is close to what we budgeted. We originally planned to use fund balance to reach this amount, but tax revenues came in higher than where we projected. We also used conservative estimates for charges for services because when we created the budget, we weren't sure whether the pandemic would allow us to be open.

- iii. Expenditures fluctuate more than revenues until we receive a final report in November. Right now we're under \$1.8 million of what we budgeted to expend. This is largely because of unfilled positions in personnel.
  1. A board member asked if the amount of under expenditure is something to celebrate or a concern. Jace responded that unfilled positions in personnel may create undue burden on staff. Anything we don't expend will go into our fund balance, which allows us to do big projects like the Sprague renovation and the roof renovation at Main without having to go to the City for money or dip into savings.

## **VI. EMERGENCY PROCEDURES AT THE LIBRARY**

- a. Safety manager Dave Corrington came to the Library with a background in federal law enforcement and corporate security. He has worked with his team to shift the focus of library security from enforcement to deescalation.
- b. The library recently had a real bomb threat. The team noted what worked well in the evacuation and where they could improve. They're working on a procedure manual that would cover all emergency situations. The best protection is to have a plan in place and practice as an organization. Implementation and practice is as important as the procedure itself.
- c. The safety team has seen an increase in violence and are looking at ways to mitigate risks to both staff and patrons.
  - i. They're currently rolling out an active shooter training to all locations and staff, and will be partnering with the Salt Lake Police Department to conduct an emergency evacuation drill in the fall. This will prepare staff and help police better understand the layout of our library for quick response in an emergency situation.
- d. A new library phone notification system called InformaCast will be installed to provide notification to all computers and phones in the system to quickly disseminate information in the case of an emergency.
- e. Once the library's internal emergency plan is created, the team will integrate with the city's response plan. We would also like to review emergency procedures annually and change or add as needed.
- f. Board members asked more about the increase in violent situations at the library.
  - i. Dave responded that most incidents occur at Main. Encampments have increased around branches, which may be contributing to violence and drug issues at branches.
  - ii. Debbie noted that libraries across the country are dealing with similar issues.
- g. Recruiting has been a challenge, but the new pay structure that's been approved appears to be bringing in more qualified applicants.

## **II. APPROVAL OF MINUTES**

Once a quorum was available, the board moved to approve the June 27, 2022 minutes as written. Dr. Dan Cairo, Ron McClain, Carol Osborn, Sarah Reale, Cathy Stokes, and Adam Weinacker voted in favor. The motion passed unanimously.

## **VII. INTELLECTUAL FREEDOM INTRODUCTION**

- a. Libraries and schools across the country have been impacted by book challenges. Team members who attended the ALA conference were able to attend presentations about this topic.
- b. The leadership team has also taken the opportunity to review our policies and procedures around intellectual freedom, which is a key support for our mission. We plan to bring a new policy to the board for review in August.
- c. What is intellectual freedom?

- i. Library users have a right to seek information as guaranteed by the first amendment. This promotes access to information and guides against censorship.
    - ii. Courts have upheld that children have a right to access information as well. Guardians of patrons under 18 are responsible to assure the materials their children have access to is in line with their family values.
    - iii. The City Library believes intellectual freedom leads to critical discourse, which leads to a more just and equitable society.
  - d. What does this mean for us as a library?
    - i. In collection development: We want to assure that our collection meets the needs of our diverse community and has a wide range of perspectives. We do not exclude items based on an author's race, nationality, gender identity, etc. We also don't exclude items because of frankness, coarseness of language, controversial content, or whether kids have access.
    - ii. In our programs: We're working to diversify our program offerings. Even during our building closure we offered community conversations welcoming differing perspectives on issues we all face. Not every program will be for everyone. If people don't feel like a program fits their needs, they don't have to attend.
    - iii. In meeting room use: Sometimes controversial groups want to use our meeting rooms. Just like our collection, our meeting rooms are resources available to everyone regardless of what type of group is meeting. We do have the ability to limit the time, place, and manner of gatherings, and all attendees must abide by the library code of conduct. As a limited public forum we can restrict activities like soliciting and petitioning.
  - e. Intellectual Freedom is an element of many more parts of library work including environmental design, storytime, art displays, and so forth.
  - f. The library opposes censorship, which is when someone objects to an idea or information in materials and prohibits access to them.
    - i. Patrons may submit a statement of concern about a library material and a staff work group will convene to review the concern and apply the library's collection development policy, review sources and staff expertise in determining if the item will be kept in the collection or removed. The committee will respond in writing to the patron who submitted the concern and explain their reasoning behind the action taken.
  - g. To support intellectual freedom, the team is working to assure staff, the board, and the public understand how intellectual freedom interacts with library work.
    - i. An updated policy will be brought to the board next month to consider.
    - ii. The board is responsible for holding the organization to the ideals of intellectual freedom and championing those ideals in the community.

#### **VIII. OLD BUSINESS**

- a. The board had no items of old business.

#### **VIII. NEW BUSINESS**

- a. The board had no items of new business.

#### **IX. ADJOURN**

- a. The board moved to adjourn the meeting. Dr. Dan Cairo, Ron McClain, Carol Osborn, Sarah Reale, Cathy Stokes, and Adam Weinacker voted in favor. The motion passed and the meeting adjourned at 5:30pm

#### **UPCOMING SCHEDULE**

The next will be held

Monday, August 22, 2022, 4pm  
Meeting will be held virtually via Google Meet