

THOSE IN ATTENDANCE:

Adam Weinacker, President
Carol Osborn, Vice President
Dr. Dan Cairo
Lu Marzulli
Ron McClain
Bonnie Russell
Cathy Stokes
David Wirthlin

THOSE EXCUSED:

Sarah Reale, Secretary

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, Interim Deputy Director
Ben Luedtke, City Council Liaison
Allison Spehar, Admin Manager of Equity and Org Development
Justin Strange, Literary Project Specialist
Heidi Voss, Executive Administrator

I. CALL TO ORDER

Board President Adam Weinacker called the meeting to order at 4:10pm.

II. APPROVAL OF MINUTES

The board moved to approve the September 26, 2022 minutes as written. Board members Dr. Dan Cairo, Lu Marzulli, Ron McClain, Carol Osborn, Bonnie Russell, Cathy Stokes, Adam Weinacker, and David Wirthlin all voted in favor. 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 has met several times to prepare an RFP, review proposals, and select a search firm. Team members from the selected firm had some family issues come up and were not able to take our contract unless we were willing to push back our start date. The search committee unanimously agreed our priority is to set ourselves up for a successful search and agreed to push back the start date so we can work with our first choice firm. The firm will be able to start work in February of next year. This will set back the timeline for the director search, but the committee doesn't feel like the change will have a negative impact on the end result.

The Finance Committee has met to discuss budget priorities for the upcoming year. These priorities will be presented later in the meeting.

V. LIBRARY DIRECTOR'S REPORT

- a. Deborah Ehrman, Interim Director, reviewed this month's [director's report](#).
 - i. The Chapman branch celebrated Welcoming Week with a display welcoming immigrants and refugees to the community. The team received so many materials about citizenship that all branches were able to set up a Citizenship Corner.
 - ii. ACT study sessions are back. Student volunteers provide free tutoring at the Marmalade and Day-Riverside branches for teens. They work with about 8–13 students each week.

- iii. The rest of the report covers other programs, maintenance and IT updates, and media mentions.
- b. Jace Bunting, Finance Manager, presented the [September 2022 Financial Report](#).
 - i. We're now a quarter of the way through the fiscal year. Not all revenues and expenditures are at the annualized 25%. Most revenues come in November and December, so those categories may be under 25%. Some expenditures are annual, rather than monthly, so those categories are higher than 25%.
 - ii. Other categories are typically compared to the annualized percentages. Lost and damaged items is one of the easier line items to budget.
 - iii. Jace noted he's keeping an eye on accounts above 25% like the buildings and grounds and utilities city services. Ebooks and audio is also a line item to monitor, as we often spend more than we originally budgeted.
 - iv. A board member asked why salaries are lower than the budgeted 25%. Jace explained that when the team approves positions, they're budgeted for the entire fiscal year. These positions take time to fill. The executive director's position, for example, has been vacant for some time because of the process necessary to hire a new person to this position.
 - v. Another board member asked if the team is having difficulty hiring staff to fill positions. Deborah explained there are also positions that aren't ready to be filled. For example, money was set aside for staff for the temporary Ballpark location, but plans for the location haven't moved forward because of difficulty finding space. Unemployment is low in Salt Lake City, so recruiting for some positions like safety and custodial can be a challenge, but some delays in hiring have to do with capacity to onboard the number of employees coming on. Jace added that it would not be possible for our HR staff to onboard all the employees approved for the fiscal year all at once.
 - vi. A board member asked why ebooks and audio is a line item where the team tends to overspend. Jace explained that the team budgets more in printed materials and moves money to ebooks because the demand is high and the price of electronic media is much higher than print. The collection team is careful to shift money from print to electronic as needed and doesn't go over budget.

VI. SUPER SUMMER CHALLENGE

- a. [Here's the link to the report Justin Strange presented](#).
- b. The yearly Super Summer Challenge started as a way to help children maintain reading skills over the summer and has grown to a program patrons of all ages enjoy. The theme this year was "Oceans of Possibility."
- c. This year, the team set measurable goals:
 - i. Increase circulation by 5%
 - ii. Get 11,00 signups
 - iii. 33% increase in completions
- d. We didn't meet all these goals, but did very well, especially compared to previous years. The team saw low participation during the pandemic, but sign-ups this year have exceeded pre-pandemic numbers.
- e. Patrons have expressed that they'd like to see reading challenges throughout the year and several programs have been created to meet this request.
- f. Justin noted that the team is already planning for next year's Super Summer Challenge. They're looking at ways to make the program more eco-friendly and increase program completion rates.

VII. OPEN PUBLIC MEETING TRAINING

- a. [Kimberly Chytraus presented the board's yearly open public meeting training using the notes linked here](#).

VIII. BUDGET PRIORITIES

- a. [Jace Bunting reviewed the library's budget priorities for the coming fiscal year using this document.](#)
- b. Requests this year are presented in two "buckets," operating funds and capital funds. Every year there are more requests than the team has the budget for, so they've been looking at what they've been able to fund and what they've been able to complete.
- c. Staff requests require not only the budget to fund a staff member, but to fund space and resources for them. Capital projects require time and resources in addition to funding.
- d. The budget priorities outlined are intentionally broad to allow managers creativity in how they approach the budget.
- e. The Foothill building was addressed as a priority in the MFP and a geotechnical report has found that the building continues to settle. The team is looking at options to shore up the building until a long term solution is ready.

IX. OLD BUSINESS

- a. [Capital Budget Reallocations](#) - Day-Riverside A/V and Evacuation Chairs
 - i. An A/V equipment project budgeted for FY21 was completed this year and funds may be reallocated from computer equipment to cover the cost.
 - ii. The group reviewing emergency evacuation procedures has recommended purchasing evacuation chairs to safely move injured and non-ambulatory people from the building. The team has requested money be reallocated from the sensory inclusive space project.
 - iii. The board moved to reallocate \$14,300 from Computer and Equipment to Audio Visual Equipment at Day-Riverside. Board members Dr. Dan Cairo, Lu Marzulli, Ron McClain, Bonnie Russell, Adam Weinacker, and David Wirthlin voted in favor. Board members Cathy Stokes and Carol Osborn were not present for the vote. The motion passed.
 - iv. The board moved to reallocate \$20,000 from the Sensory Inclusive Space project to Evacuation Chairs. Board members Dr. Dan Cairo, Lu Marzulli, Ron McClain, Bonnie Russell, Adam Weinacker, and David Wirthlin voted in favor. Board members Cathy Stokes and Carol Osborn were not present for the vote. The motion passed.

X. NEW BUSINESS

- a. [Capital Budget Reallocations](#) - Fire System and HVAC System Upgrades
 - i. The maintenance team has dealt with leaks in the fire system at Main. A nitrogen system may prevent further degradation of the system. The team requests money be reallocated from the Chapman elevator refurbish project to fire system upgrades at Main.
 - ii. The team has found that the Chapman elevator needs more work than previously thought and will budget a higher amount to complete the work next year.
- b. [Policy Update](#) - Staff Development Day
 - i. The Library's current policy states that Staff Development Day takes place on Veterans Day. The team would like to adjust the language to be more flexible so they can plan the event on a different day. This would allow Veterans to participate in activities for veterans in the community. This year, they would like to try closing on November 7th instead. Since this is coming up quickly, the team requested a vote this month.
 - ii. The board moved to accept the recommended update to the Staff Development Day policy. Board members Dr. Dan Cairo, Lu Marzulli, Ron McClain, Bonnie Russell, Adam Weinacker, and David Wirthlin voted in favor. Board members Cathy Stokes and Carol Osborn were not present for the vote. The motion passed.
- c. Purchase Contract for Property in Ballpark
 - i. The team has been working with the City to find a location in Ballpark to begin temporary services and conduct outreach in the neighborhood. They have looked at multiple options

over the course of six months, including co-locating with another business or leasing space. These options have not proved viable.

- ii. Property became available in the heart of the Ballpark area and the team has elected to make an offer. Market conditions require quick action for property purchases and the team proposed entering a closed session to further discuss with the board.
- iii. Two board members expressed that they needed to leave the meeting. This meant a quorum would not be available for the closed session. The board requested a special session on Wednesday October 26 to finish discussing this matter.

IX. ADJOURN

- a. The board moved to adjourn the meeting. Board members Dr. Dan Cairo, Lu Marzulli, Ron McClain, Bonnie Russell, Adam Weinacker, and David Wirthlin voted in favor. Board members Cathy Stokes and Carol Osborn were not present for the vote. The motion passed.
- b. The board meeting adjourned at 6:03pm.

UPCOMING SCHEDULE

The next will be held

Wednesday, October 26, 2022, 4:30pm

Main Library, 210 East 400 South, Salt Lake City, UT 84114

With a virtual option via Google Meet