

THOSE IN ATTENDANCE:

Adam Weinacker, President
Carol Osborn, Vice President
Sarah Reale, Secretary
Dr. Dan Cairo
Ron McClain
Bonnie Russell
David Wirthlin

THOSE EXCUSED:

Cathy Stokes
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

Ben Luedtke, City Council Liaison
Daniel Neville-Rehbehn, Assistant Director of Customer Experience
Paul Skeen, Eide Bailly
Allison Spehar, Admin Manager of Equity and Org Development
Heidi Voss, Executive Administrator

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

The board moved to approve the October 24, 2022 and October 26, 2022 minutes as written. Board members Dr. Dan Cairo, Ron McClain, Carol Osborn, Bonnie Russell, Adam Weinacker, and David Wirthlin voted in favor. The motion passed.

III. COMMUNICATION AND PUBLIC COMMENT

No members of the public offered comments.

IV. BOARD PRESIDENT'S REPORT

Board President Adam Weinacker was invited along with members of the City Library admin team to a City Council work session to discuss the Library's budget amendment request to purchase property in the Ballpark area.

- City Council asked about the tax increase approved with the Library's budget in June and the current fund balance.
- The team provided responses about the Library's budget priorities, noting that the primary reason for the tax and budget increase was staff cost of living and compensation, and that money was added to the fund balance after revenues came in higher than projected. Team members talked about how they plan to use money from the fund balance for repairs to the roof at Main and a solution for the Anderson-Foothill building. Fund balance money also helps with impromptu needs like the Sprague renovation after the branch flooded.
- Council expressed some concern about signing the purchase contract before the budget is in place. The team let them know the Library Board has ratified the budget amendment and the City has expressed a desire to see a presence in the Ballpark area. They had questions about our procedures for purchasing property and the Library team will be working with Kimberly Chytraus to assure the City and the Library's procedures are in line to avoid confusion in the future.

V. LIBRARY DIRECTOR'S REPORT

- a. Deborah Ehrman, Interim Director, reviewed this month's [director's report](#).

- i. Across the system branches celebrated Halloween with activities in crafts.
 - ii. Alt Press Fest was held at Main to share information about the DIY publishing community.
 - iii. A group has begun meeting to converse in Italian at the Chapman library. We have a staff member who is fluent in Italian so it's a great chance to practice.
 - iv. Staff attended the Internet Librarian Conference where they were able to learn about digital equity and creative labs/maker spaces. The library team also presented about rethinking maker services.
- b. Jace Bunting, Finance Manager, presented the [October 2022 Financial Report](#).
- i. Starting in November, our property tax revenues will start coming in. This will shift the percentage in that category upward.
 - ii. Charges for revenues include categories above what we projected. When we were budgeting last February, we weren't sure what services we would be able to offer because of COVID-19. Our interest earnings are also higher because of higher interest rates, so we're earning more on invested funds.
 - iii. Our expenditure categories are either below where we should be with 33% of the fiscal year complete or they're over because of a reasonable explanation like up-front costs for yearly subscription purchases.
 - iv. The debt service fund has shown activity because our first of two payments for the Glendale and Marmalade branches has gone through. We have another payment coming up in April.

VI. AUDIT REPORT

- a. Paul Skeen of Eide Bailly [presented this audit report](#). He let the board know his group has issued a clean audit opinion, so Jace's reports are a reliable reflection of our finances.
- b. Eide Bailly is an independent firm who identifies risks by comparing the library to similar entities and walking through internal controls to assure those risks are mitigated. Two categories they've identified are:
 - i. Management of override of controls. This is a risk in every audit and not unique to the library. With a limited management size, mistakes may be made in financial entries.
 - ii. Improper revenue recognition. This is simple to overcome because the majority of revenues come from property taxes. The firm coordinated with the county to confirm all property taxes.
- c. The firm may recommend a couple of things:
 - i. The correction of a mis-statement. They didn't have any of those types of entries.
 - ii. The second would be an uncorrected entry. This would be incorrect information that is not important to the financial statement.
- d. They did not have any disagreement with management and issued a clean audit. They expressed appreciation to the library team for dedicating the expertise and time they do to the financial records. Given the small size of the finance team, they are also impressed with the effort to create needed checks and balances.

VII. POLICY PROJECT PLAN OVERVIEW

- a. The library team has been bringing individual policy updates to the board for review and would like to take a step back to look at the big picture for addressing the manual as a whole.
- b. The leadership team has a small group working on a plan for regular policy review and updates. Many policies haven't been reviewed and updated in years. Some policies in our manual are procedures and reference departments and workflows that no longer exist. Their goals are:
 - i. Review and update public policy and employee policy
 - ii. Review and update public employee and management procedures
 - iii. Create a sequence of recommended policy updates

- iv. Establish a 3 year review schedule
- c. Daniel Neville-Rehbehn shared this [draft table of contents](#) that reflects how the team would like to organize policies in the final, revised version of the manual. The structure they're looking at for the employee policy manual would closely mirror this structure.
- d. Each policy undergoes vigorous review and is thoroughly vetted before coming to the board for discussion.
- e. The board has expressed concern about procedures we're removing from policy. Heidi Voss has created a Google site where procedures are captured and easily accessible. The management team is working on updating system procedures so they're accurate.
- f. The team may need to make non-substantive changes to policies after the board has voted on them. For example, the current manual references the "security" team. We now call this team the "safety" team, and making that update would be a non-substantive change.
- g. Adam asked what libraries the team looked at as examples when creating the plan to revise the policy manual. Allison Spehar responded that for initiation and equity policy, her team has looked at libraries ahead of the curve with equity work like LA and King County library systems as a point of reference for excellence. Libraries of a similar size, libraries like Richland and Columbus Metro, have also been used as a reference. Debbie agreed that other organizations tend to have brief policies and our manual isn't currently meeting the mark there. By reorganizing our policies into categories, it will make the manual clearer from a user perspective and eliminate the need to repeat wording that applies to multiple policies.

VIII. OLD BUSINESS

- a. [Capital Budget Reallocations](#) - Fire System and HVAC System Upgrades
 - i. The board moved to reallocate \$65,000 from the Chapman elevator project to fire system upgrades at Main.
 - ii. Board members Ron McClain, Carol Osborn, Sarah Reale, Bonnie Russell, Adam Weinacker, and David Wirthlin voted in favor. Dr. Dan Cairo was not present for the vote. The motion passed.
 - iii. The board moved to approve the \$100,000 budgeted for HVAC system upgrades at Main to be used system-wide.
 - iv. Board members Ron McClain, Carol Osborn, Sarah Reale, Bonnie Russell, Adam Weinacker, and David Wirthlin voted in favor. Dr. Dan Cairo was not present for the vote. The motion passed.

IX. NEW BUSINESS

- b. 2023 Meeting Schedule
 - i. Board members were encouraged to review the proposed meeting schedule for 2023 and let Heidi Voss know if any changes or corrections are needed before the December meeting.

X. ADJOURN

- a. The board moved to adjourn the meeting. Board members Ron McClain, Carol Osborn, Sarah Reale, Bonnie Russell, Adam Weinacker, and David Wirthlin voted in favor. Dr. Dan Cairo was not present for the vote. The motion passed. The meeting adjourned at 5:08pm

UPCOMING SCHEDULE

The next will be held

Monday, December 19, 2022, 4:30pm

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

With a virtual option via Google Meet