

**THOSE IN ATTENDANCE:**

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

**THOSE EXCUSED:**

Deeda Seed, Vice President

**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

Quinn Smith, Assistant Director of Marketing and Communications  
Allison Spehar, Admin Manager of Equity and Org Development  
Heidi Voss, Executive Administrator  
Russell Weeks, Public Policy Analyst

**I. CALL TO ORDER**

Board President Adam Weinacker called the meeting to order at 4:02pm. He read the following statement regarding anchor locations for this meeting:

I, Adam Weinacker, Salt Lake City Public Library Board Chair, 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. The World Health Organization, the President of the United States, the Governor of Utah, the Salt Lake County Health Department, Salt Lake County Mayor, and the Mayor of Salt Lake City have all recognized a global pandemic exists related to the new strain of the coronavirus, SARS- CoV-2.

Due to the state of emergency caused by the global pandemic, I find that conducting a meeting at an anchor location under the current state of public health emergency constitutes a substantial risk to the health and safety of those who may be present at the location.

**II. APPROVAL OF MINUTES**

The board moved to approve the September 27, 2021 minutes as written. The motion passed unanimously.

**III. COMMUNICATION AND PUBLIC COMMENT**

No members of the public offered comments.

**IV. BOARD PRESIDENT'S REPORT**

Adam asked board members for another volunteer for the finance committee and explained the responsibilities of committee members. Adam agreed to participate, David volunteered previously, and Dan volunteered to join as well, giving the committee the needed three members.

**V. LIBRARY DIRECTOR'S REPORT**

- a. Jace Bunting, Finance Manager, presented the September 2021 Financial Report.
  - i. He explained that our charges and services revenues include three categories. Printer revenue, passport services, and non-resident fees.

- ii. David asked about capital project funds allocated to specific libraries. Jace explained that City Council allowed the library to collect funds to construct the Glendale and Marmalade branches. Remaining funds from those projects must be spent at those branches.
- iii. Anderson-Foothill also has funds from a donation specifically to be used at that branch. The bulk of assigned capital project funds are set aside for roof repair at Main.
- b. Debbie Ehrman, Interim Executive Director, provided some highlights from the Director's Report
  - i. Alt Press Fest was held virtually this year. The team came up with creative ways to involve participants in this well-loved event.
  - ii. Last weekend the Friends of the Library held their monster book sale and took precautions to allow for in-person browsing.
  - iii. The Salt Lake City School District let us know the summer tutors from the library helped students make up lost credit hours from the pandemic.

## **VI. OPEN PUBLIC MEETING TRAINING**

- a. Kimberly Chytraus, Senior City Attorney, provided an open public meeting training for board members. [You can view the slides from the presentation here.](#)
  - i. The main changes to this training since the pandemic have to do with electronic meetings. Policies are needed for how to conduct electronic meetings and the public must know how to participate.

## **VII. EXECUTIVE DIRECTOR SEARCH**

- a. Shelly Chapman, Human Resources Manager, presented on the past processes used to find an executive director at the library.
  - i. We've searched for an executive director using only in-house resources and were not able to successfully find a candidate.
  - ii. Since then, we have used search firms to help find candidates. Internal departments like Marketing and HR still must help schedule interviews, produce marketing materials, and help in other ways.
- b. Allison Spehar, Administrative Manager of Equity and Organizational Development, conducted a survey with the management and executive leadership teams to ask how they feel about moving forward with the search given the climate of our organization right now.
  - i. Staff are suffering from change fatigue and new directors tend to want to implement new strategic initiatives when they come on board.
  - ii. The leadership is working on strategic projects for the next 3-6 months such as evaluating roles and responsibilities of staff members and improving our internal communication strategy.
  - iii. Our board is fairly new and may not be well positioned to select a director right away.
- c. [See the slides from the presentation here.](#)

## **VIII. OLD BUSINESS**

- a. N/A

## **IX. NEW BUSINESS**

- a. N/A

## **X. CLOSED SESSION**

- a. The board considered a motion to move into a closed session to discuss Debbie's performance as interim director. Members participated in a roll call vote and unanimously moved to close the meeting at 5:55pm. The meeting reopened at 6:13pm.

- b. The board discussed the possibility of meeting in small groups with Shelly and Allison outside of the board meeting to address any concerns about the process of searching for an executive director.

#### **VIII. ADJOURN**

- a. The board moved to adjourn the meeting, and the motion passed unanimously. The meeting adjourned at 6:24pm.

#### **UPCOMING SCHEDULE**

The next will be held

Monday, November 22, 2021, 4pm

Meeting will be held virtually via Google Meet