

THOSE IN ATTENDANCE:

Adam Weinacker, President
Deeda Seed, Vice President
Carol Osborn, Secretary
Lu Marzulli
Ron McClain
Cathy Stokes
David Wirthlin

THOSE EXCUSED:

Dr. Dan Cairo

ADDITIONAL STAFF IN ATTENDANCE:

Debbie Ehrman, Interim Executive Director
Kevin Blalock, Blalock and Partners
Gordon Bradberry, Assistant Director of IT and Facilities
Jace Bunting, Finance Manager
Shelly Chapman, Human Resources Manager
Kimberly Chytraus, Senior City Attorney

Liesl Jacobson, Assistant Director of Community Engagement
Daniel Neville-Rehbehn, Assistant Director of Customer Service
Quinn Smith, Assistant Director of Marketing and Communications
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 4:04pm. 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 due to ongoing health concerns related to the global COVID-19 pandemic.

II. APPROVAL OF MINUTES

The board moved to approve the January 24, 2022 minutes as written. The motion passed unanimously.

III. COMMUNICATION AND PUBLIC COMMENT

No members of the public offered comments.

IV. BOARD PRESIDENT'S REPORT

The Executive Director Search Committee will have their first meeting on March 7th since schedules were too full to fit in a meeting for February. The Finance Committee met last week to review the proposed budget.

V. LIBRARY DIRECTOR'S REPORT

- a. Debbie Erhman, Interim Executive Director, provided some highlights from the Director's Report.
 - i. On February 22nd, the Main library reopened in-person services.
 - ii. Our teams are still providing virtual programs including our Lunar New Year celebration, the Edward Lewis Theatre Festival, the Marmalade Book Club, and more.
- b. Jace Bunting, Finance Manager, presented the [January 2022 Financial Report](#).
 - i. We have received our December allocation for property tax revenue, so anything we receive from January until June will go into next year's budget. We've collected \$811,000 more than what we budgeted. The county settlement comes in March and we'll find out then if we get to keep the money or if they've over-reimbursed.

- ii. The December capital project fund numbers include new appropriations for FY22. If the project is not complete and ongoing, it can be rolled into FY23. Sprague and the roof repair at Main are examples of this.
- iii. Our donation money doesn't show very high because most of our donation money comes from the Friends of the Library, who usually provide their donation toward the end of the year.

VI. ROOF REDESIGN

- a. Gordon Bradberry, Assistant Director of IT and Facilities, talked about updated costs for the roof repair at Main.
 - i. A couple of years ago the board approved \$2 million to repair the leaky roof at Main. Since then, construction costs have gone up 30%, and it would now cost \$2.7 million for repairs and \$470,000 for design, engineering, production of construction documents, etc.
 - ii. Once this repair is complete, we hope no more changes are needed for the next 40-50 years. This is a good chance to redesign the roof for increased use. We'd like to create a stage area, private reading spaces, and shade structures.
 - iii. The redesign would add \$700,000, and design work would bring the total cost up to about \$4 million.
 - iv. A board member asked about why the initial roof installation failed. Gordon noted the wrong type of waterproofing was installed and it absorbed water instead of repelling it. Warranty claims weren't initially pursued with the original installers and it's too late now to try and pursue a warranty claim.
 - v. We hope to start work by this Fall and complete work by next Fall. This may take longer depending on engineering work.

VII. MASTER FACILITIES PLAN REVISIONS

- a. At the last Master Facilities Plan presentation, board members requested more detailed information regarding our current locations as well as what we aspire to in the future.
- b. The MFP document serves as a roadmap rather than a budget document. The estimates are meant to give us an idea of how much we expect to spend. When projects are carried out, the budget will be brought to the board for approval like any other project.
- c. Existing locations have recommendations to renovate or rebuild, analyze, or activate, depending on the state of the building.
- d. This revised document has added an appendix with more specific recommendations for each location and other information to help better understand the plan.
- e. If board members have additional questions about the Master Facilities Plan, they're invited to work with the executive assistant to set up a small group meeting to discuss further.

VIII. OLD BUSINESS

- a. N/A

IX. NEW BUSINESS

- a. FY22–23 Budget
 - i. When drafting the budget for this year, the leadership team wanted to focus on simplification and clarification. The team has been working on projects to build a stronger institutional foundation by clarifying job roles and responsibilities and updating policies and procedures.
 - ii. Most of the increases in the General Budget are related to personnel costs. The team would like to implement a compensation study that would assist bringing up wages for safety, janitorial, aides, and assistants. Other positions are affected, but those are the biggest groups.

- iii. A big part of the cost is from new positions. The team is proposing 12.5 new FTEs focusing on support staff.
- iv. We can't use our fund balance to cover the deficit in the proposed budget because personnel costs are ongoing and our fund balance is meant for one-time expenses. If we were to use the fund balance, that would cover us for a period of time before we'd have to ask for a tax increase or lay off staff.
- v. Another big budget component is technology, mostly for computer replacement, and an HRIS system to help our HR department.
- vi. For a deeper dive into the budget, Jace has noted he's available for small group meetings.

X. ADJOURN

- a. The board moved to adjourn the meeting, and the motion passed unanimously. The meeting adjourned at 5:53pm.

UPCOMING SCHEDULE

The next will be held

Monday, March 28, 2022, 4pm

Meeting will be held virtually via Google Meet