

**THOSE IN ATTENDANCE:**

Adam Weinacker, President  
Sarah Reale, Secretary  
Ron McClain  
Bonnie Russell  
David Wirthlin

**THOSE EXCUSED:**

Carol Osborn, Vice President  
Dr. Dan Cairo  
Lu Marzulli  
Cathy Stokes

**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

Elizabeth King, Event Services Manager  
Quinn McQueen, Assistant Director of Marketing and Comm  
Daniel Neville-Rehbehn, Assistant Director of Customer Experience  
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 4:02pm.

**II. APPROVAL OF MINUTES**

The board moved to approve the November 28, 2022 minutes as written. Board members Ron McClain, Sarah Reale, 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. OLD BUSINESS**

- a. [FY22 Audited Financial Statements](#)
  - i. The board moved to accept the FY22 audited financial statements. Board members Ron McClain, Sarah Reale, Bonnie Russell, Adam Weinacker, and David Wirthlin voted in favor. The motion passed.
- b. [2023 Meeting Schedule](#)
  - i. The board moved to approve the 2023 board meeting schedule. Board members Ron McClain, Sarah Reale, Bonnie Russell, Adam Weinacker, and David Wirthlin voted in favor. The motion passed.

**V. CLOSED SESSION**

- a. The board moved to enter a closed session to discuss the purchase, exchange, or lease of real property. Board members Ron McClain, Sarah Reale, Bonnie Russell, Adam Weinacker, and David Wirthlin voted in favor. The motion passed and the board entered a closed session at 4:11pm.
- b. The board reopened the meeting at 4:25pm.

**VI. NEW BUSINESS**

- a. Interim Director Reappointment
  - i. In April of 2021, the board appointed Deborah Ehrman as the interim director of the library following Peter Bromberg's resignation. The appointment had a time limit, and the

Executive Search Committee is still working through the process of locating a new executive director.

- ii. Members of the board expressed their gratitude to Deborah for her leadership and for serving in this position during the library's time of need.
  - iii. The board moved to reappoint Deborah Ehrman as the interim executive director until an executive director is hired and begins working at the Salt Lake City Public Library. Board members Ron McClain, Sarah Reale, Bonnie Russell, Adam Weinacker, and David Wirthlin voted in favor. The motion passed.
- b. Resolution to Authorize the Interim Director to Conduct Real Estate Transactions
- i. In conducting real estate transactions, the title company news the board to signal that Deborah has the authority to sign on the library's behalf.
  - ii. The board moved to authorize Deborah Ehrman as Interim Executive Director to purchase property on behalf of the library and to perform any acts and execute any documents required to carry out the purchase. Board members Ron McClain, Sarah Reale, Bonnie Russell, Adam Weinacker, and David Wirthlin voted in favor. The motion passed.

## VII. ROOF UPDATE

- a. Gordon Bradberry, Assistant Director of IT and Facilities presented to the board that the team would need to seek a budget amendment to complete the roof renovation as envisioned.
- b. The team is working with MOCA's assistance and GSBS to seek every opportunity to assure they're getting the best value.
- c. Board member David Wirthlin asked if the garden on the roof complicates the stability and durability of the roof. A representative from MOCA responded that the waterproofing system specified is used at Snowbird on their green roofs and is the most durable roofing system available. It is designed to have pavers or planting over it.
- d. Board president Adam Weinacker asked what the life estimate is for this kind of roofing. Representatives from MOCA say that the roof has a 20 year warranty, and this roofing system is also said to last much longer.
- e. Getting materials up to the roof can only be done by crane, which also increases the cost.
- f. Adam asked if the budgeted amount reflects a proposal in response to an RFP. Gordon answered that an RFP was done for the initial engineering work, but they haven't entered into a fixed price bid because construction drawings were not ready.
- g. Adam asked if the built in contingency encompasses any work done on the steel beams on the roof. Gordon noted that steel is part of the bid, but they don't know the extent of the work. They've added a fairly healthy contingency with that situation in mind. About 10%.
- h. Adam asked about the difference between the estimated cost of the roof with enhancements and what it would cost if the team wanted to go with a bare-bones roof. Gordon responded that the absolute minimum of repairing the roof and then covering it with foam and gravel would cost about \$4.5 million, which is the current budget for the renovation. The roof would not be usable for visitors in that case. To get the roof back to where it is now would cost nearly as much as the full budget for enhancements, which track at 20% of the total. The full estimate is about \$7.8 million.

## VI. NEW BUSINESS (CONT.)

- a. [Budget Amendment](#) - Roof Repair
  - i. The Finance Manager, Jace Bunting, explained the proposed budget amendment. The amendment for the roof renovation at Main includes two different funding sources. Some funds will come from the general fund and some from designated maintenance.

- ii. The team aims to keep a general fund balance of around 16% of the subsequent year's budget. If this amendment passed, the balance would be at around 14% rather than 16%. Jace let the board know this drop to 14% isn't a huge concern because budget amendments have inflated the FY23 budget by \$3.3 million and the budget for FY24 would not include those items. If revenues and expenses come in where the team has budgeted, the fund would be at 15.8%, which is close to the target amount.
  - iii. David asked how other future expenditures, like repairs to the Foothill branch, may affect the fund balance. Jace responded that the team is dealing with competing one-time expenditures and it's difficult to know exactly what the fund balance will be until the year closes because expenditures come in through July and August.
  - iv. Adam asked if a housing recession would affect property tax revenues. Jace explained that if new growth were to stop or slow, that would slow down the increase in new revenue, which would mean keeping a flatter budget going forward. The tax structure is such that if property values go down, the rate goes up to stabilize the revenue government entities see. Unless collection rates drop dramatically, it's unlikely for property tax revenues to go down.
  - v. David asked if the team plans to go back to the City to ask for more property tax increases. Jace responded that no, the team does not plan to ask for another property tax increase for these repairs.
  - vi. Jace explained that some of the funding for this budget amendment will come from the designated maintenance fund, which was set aside specifically for repairs and maintenance. When the fund was set up, it was understood that the fund would need to be used heavily in the first few years for big repairs.
  - vii. Adam asked why the team is seeking a budget amendment now rather than in pieces in the future, since projects like this usually take many years. Jace responded that we have to have a contractor on board for the project and we can't sign a contract if budgeted funds aren't available. Gordon added that the team could wait for the normal budget process and sign a contract in July, but are concerned about the availability of sub-contractors and the risk of costs going up.
- b. [Filming and Photography Policy Update](#)
- i. The current Filming and Photography policy has a lot of procedures in it, including a sample contract, and hasn't been updated since 2008.
  - ii. The proposed update cuts procedure and keeps information about user privacy, public right of access to facilities, library affiliation with productions, and logo use.
  - iii. The update also clarifies the difference between casual and commercial filming and photography and assures those filming and taking photographs follow safety provisions.
  - iv. Adam asked if those filming the library exterior need to obtain permission. Events Services Manager Elizabeth King explained that the new policy better explains casual photography, like if a tourist was visiting and wanted to take images. If the exterior of the building will serve as a recognizable background for a commercial, that would be commercial filming and require a fee.
  - v. Adam asked if we have a way of charging a fee if a photographer is taking images but is not on library property. Elizabeth answered that if they're on City property the permitting office requires that they reach out to the library.
  - vi. Board member Sarah Reale asked if fees are charged for security if filming is done after-hours. Elizabeth explained that this is part of our fee structure.
  - vii. Sarah asked if we require release forms if patrons are captured in the background. Elizabeth replied that no specific consent forms are currently required. Kimberly added that generally when a person is in a public space, they consent to being photographed,

but not to having their image used for commercial purposes, and we may not have the ability to monitor for that.

- viii. Kimberly noted she's also attended a seminar about groups of people who come into public buildings claiming a right to film and wants to be sure policy update would assure we have enough protection in that case.

## **VIII. BOARD PRESIDENT'S REPORT**

- a. Adam let the board know that Executive Assistant Heidi Voss has sent out a survey for a board retreat in February and encouraged members to respond.

## **IX. EXECUTIVE DIRECTOR'S REPORT**

- a. Deborah presented her [Director's Report](#) and noted that staff have put together great events as we move into the holiday season. They have been very creative and working with outside partners to bring in perspectives from diverse individuals and organizations in the community.
- b. Jace Bunting, Finance Manager, presented the [November 2022 Financial Report](#).
  - i. We've received notice that the receipts for the remainder of November were about \$11.5 million, which is close to what we budgeted. This will be reflected in this statement because they're received in December.
  - ii. The expenditures reflect services paid for due diligence on the property we're under contract with in the Ballpark area.
  - iii. The capital project fund is used for acquisition of capital assets, which includes construction projects, furniture purchases, and so forth. Accounting for them in this fund allows for clear differentiation between operating costs, rather than skewing when we have large capital projects in a year.
- c. Fraud Risk Assessment
  - i. Every year the state auditor requires government entities to complete a self-fraud risk assessment because historically when fraud is found in an organization, boards haven't been aware of deficiencies.
  - ii. Last year was the first year the library moved out of the "very high" risk category. In FY22 we have fallen back into the "very high" risk category.
  - iii. The first question on the assessment includes 12 parts and if we answer "no" to any of them, we automatically lose 200 points out of 300.
  - iv. At the beginning of the year, Finance was dealing with personnel challenges, which affected one of the mitigating controls. As a group, we have not yet identified someone outside of the finance department who has the time or capacity to review bank statements, which is why we answered "no" and lost 200 points.

## **X. ADJOURN**

- a. The board moved to adjourn the meeting. Board members Sarah Reale, Adam Weinacker, and David Wirthlin voted in favor. Board members Ron McClain and Bonnie Russell were not present for the vote. The motion passed and the meeting adjourned at 5:53pm.

## **UPCOMING SCHEDULE**

The next will be held

Monday, January 23, 2022, 4:00pm

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

With a virtual option via Google Meet