

THOSE IN ATTENDANCE:

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

THOSE EXCUSED:

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
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 4:03pm.

II. APPROVAL OF MINUTES

The board moved to approve the December 19, 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. Sarah Reale was not present for the vote. The motion passed.

III. COMMUNICATION AND PUBLIC COMMENT

No members of the public offered comments.

IV. OLD BUSINESS

a. [Budget Amendment](#) - Roof Repair

- i. The roof at the Main library has had issues with leaks since the building opened 20 years ago. The team has tried a number of solutions to fix the leaking and determined the roof needs to be completely replaced.
- ii. The team initially budgeted around \$2 million for the repair using estimates from roofing companies. After an engineering assessment, the team asked for an increase to raise the budget to a total of around \$4.5 million.
- iii. After completing design work and getting community feedback, the team was ready to proceed with the project, but construction costs have gone up considerably. To complete the work, the budget will need to be amended for a total of about \$7.75 million.
- iv. A board member asked if costs could continue to go up or if the budget will be firm once we have a contract with a contractor.
 1. Gordon Bradberry, Assistant Director of IT and Facilities, responded that once we sign with a contractor it will be a fixed price bid. We're currently only under contract for pre-construction services. The \$7.75 million budget also includes a healthy contingency built in so we shouldn't have issues if costs continue to rise before the contract is signed in the next couple of months.

- v. Another board member asked if replacing the roof will eliminate the issue with leaks and about the timeline for the warranty if we do have issues.
 - 1. Gordon noted that this will be a complete membrane of rubberized asphalt, unlike the current waterproofing, which is sheets seamed together. The waterproofing comes with a 20 year manufacturing warranty and engineers and roofers haven't seen issues with the product in the 50 years it has been available.
- vi. A board member asked if the team will still be able to beautify the roof space or if that will have to be cut due to increased construction costs.
 - 1. Gordon replied that the amount requested includes beautification.
 - 2. Interim Director Deborah Ehrman added that enhancements to the roof are only 15–17% of the budget, and will hopefully set the space up for the next 20–40 years.
- vii. A board member asked about the comparison between the costs with and without enhancements to the roof space.
 - 1. Gordon noted that just replacing the waterproofing and covering the area with gravel would cost about our current budget of \$4.5 million. If we were to do this, the roof would not be usable for the community. To put the roof back the way it is now would cost about \$6.5 million. Adding enhancements brings the budget to the requested \$7.75 million.
 - 2. The enhancement designs include reduced water use, additional shade and seating, lighting, and suicide mitigation and prevention measures.
- viii. A board member asked about revenue generated by renting the roof space.
 - 1. Debbie responded that our roof has been rented for weddings, corporate events, and other activities.
 - 2. Assistant Director of Customer Experience, Daniel Neville-Rehbehn added that outside rental was an important element of the design for enhancements. Visitors also come to the library specifically to enjoy the rooftop view, and there aren't other free alternatives for visitors to use instead while the roof has been closed.
- ix. A board member asked about the timeline for the project once the budget is approved.
 - 1. Gordon replied that construction drawings are being prepared and getting drawings and permits approved will take some time. They hope to start construction in July or August and construction is estimated to take a year.
 - 2. The contract will include a penalty for going over schedule, similar to the amount per day used for the Sprague renovation.
- x. The finance manager, Jace Bunting, aims to keep the fund balance at or above 16% of the next year's budget.
 - 1. Approving this budget amendment would bring us down to 14.4% of the FY23 budget, but the budget amendments for Ballpark and the roof repair have pushed up the budget. We don't anticipate these types of expenditures in FY24.
 - 2. If revenues and expenditures come in the general fund where we've budgeted, the fund balance will be closer to 15.8%, which is close to the 16% target.
- xi. A board member asked about whether expenditures coming down the road will be impacted by this budget amendment.
 - 1. Debbie responded that we don't anticipate drawing down the fund balance for any major projects.
 - 2. For other issues like the current plumbing problem at Main, we can reallocate funds from current year projects that haven't moved forward as quickly as we thought. For one-off issues that come up, we can reallocate and don't usually need to go to City Council for an overall budget increase.

3. Jace added that taking large amounts out of the fund balance may affect priorities we can fund in the next fiscal year, but we have a large amount in our fund balance. Using it to fix an ongoing problem is a good use of that fund
- xii. The board moved to approve an increase to the Library's FY23 general fund budget by \$2 million to be funded by the fund balance of the general fund as well as an increase to the library's FY23 capital projects fund budget by \$3,750,000 to be funded by \$2 million transfer from the general fund and the use of \$1.75 million of designated maintenance funds.
- xiii. Board members Dr. Dan Cairo, Lu Marzulli, Ron McClain, Carol Osborn, Bonnie Russell, Cathy Stokes, Adam Weinacker, and David Wirthlin all voted in favor. Sarah Reale was not present for the vote. The motion passed.

V. NEW BUSINESS

- a. The board had no new business to discuss.

VI. BOARD PRESIDENT'S REPORT

- a. Board President Adam Weinacker reminded board members that a board retreat is scheduled for Friday, February 3rd. The board will be working with a board development facilitator and reviewing the board bylaws, which haven't been updated for some time.
- b. Adam also let the board know that the Executive Director Search Committee has signed a contract with Koya, an executive search firm, to help with recruiting a new executive director for the library. He said that there will be time set aside at the board retreat to talk about expectations for board members during the hiring process.

VII. DIRECTOR'S REPORT

- a. Deborah Ehrman, Interim Director, provided an update about a plumbing issue at Main.
 - i. The Main library is currently closed because of a main pipe break. The previous repair on this pipe failed and the pipe will need to be completely replaced. The team fixing it anticipates a 7–10 day timeline for the repair, as they'll have to dig down 12 feet to complete the work.
 - ii. Main staff are either working from home or helping at other branches as needed. Limited circulation staff are in the building at Main working for limited time blocks to handle deliveries and process holds. The City County building has offered their bathrooms to our staff as needed.
- b. Debbie also encouraged the board to read through [the written Director's Report](#), which includes highlights of recent programs and new environmental design installed at Day-Riverside, Marmalade, and Main.
- c. Jace Bunting presented the [December 2022 Financial Report](#).
 - i. Jace noted we're halfway through the fiscal year and well into preparing the budget for the next fiscal year.
 - ii. The library has received about \$24.5 million in tax revenue, which is just under the budgeted amount of \$26 million. The report shows we have an unearned amount of \$1.5 million, which is inflated by \$600,000 because of property tax pass-through money that goes to the inland port. We're close to reaching our budgeted tax revenue.
 - iii. Because of higher interest rates, the interest revenues are double what we budgeted.
 - iv. The overall cash balance at the end of December is \$2 million higher than in 2021, which is expected as part of the increase to the certified tax rate approved last year.

VIII. ADJOURN

- a. The board moved to adjourn the meeting. Board members Dr. Dan Cairo, Lu Marzulli, Ron McClain, Carol Osborn, Bonnie Russell, Cathy Stokes, Adam Weinacker, and David Wirthlin all voted in favor. Sarah Reale was not present for the vote. The motion passed and the meeting adjourned at 5:14pm.

UPCOMING SCHEDULE

The next will be held

Monday, February 27, 2023, 4:00pm

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

With a virtual option via Google Meet