THOSE IN ATTENDANCE:

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

THOSE EXCUSED:

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
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 4:05pm.

II. APPROVAL OF MINUTES
The board moved to approve the February 27, 2023 minutes as written. Board members Ron McClain, Sarah Reale, Bonnie Russell, Cathy Stokes, Adam Weinacker, and David Wirthlin all voted in favor. Dr. Dan Cairo and Carol Osborn were not present for the vote. The motion passed.

III. COMMUNICATION AND PUBLIC COMMENT
No members of the public offered comments.

VI. BOARD PRESIDENT'S REPORT
Board President Adam Weinacker let the board know that the Executive Director Search Committee is working with executive search firm Koya to reach out to constituents, partners, and city government members to get feedback on what qualities we should look for in the next executive director. This feedback will be used to craft a job description used in the search process.

The library administration team has presented a preview of the proposed budget to the mayor. The mayor expressed that she would like to see the library have a new executive director in place by the end of the year, which is in line with the timeline Koya has provided for the search process.

VII. DIRECTOR'S REPORT
    a. Deborah Ehrman, Interim Director, reviewed highlights from this month's director's report.
        i. February programs focused on Valentine's Day, friendship, family, and caring for others.
        ii. The Edward Lewis Theatre Festival graciously pivoted to an online program since we were having issues with our plumbing and the building wasn't open.
        iii. At Marmalade they took some time to reconfigure the teen space. They've tried different iterations to see what works for the teens. Debbie expressed appreciation for staff coming up with solutions to best serve the folks who come in.
        iv. Gate counts for visitors at the library have been up about 71%

b. Jace Bunting presented the February 2023 Financial Report.
   i. Revenues are at or above our annualized amount for the fiscal year. The only thing that will change from these amounts are the final adjustment from the county.
   ii. Our insurance was paid in February, so annualized expenses are about where they should be.
   iii. No activity in the debt service fund and nothing to note in the capital projects fund.

IV. OLD BUSINESS
   a. Proposed FY24 Budget
      i. Deborah reviewed these slides used to present the proposed budget to the mayor's office.
      ii. The top priority of this budget is to invest in competitive compensation and growth opportunities for Library employees through salaries and wages, employee benefits, and professional development.
      iii. The $4.4 million increase in the budget is due to the additional money needed to repair the roof at Main.
      iv. The budget includes a 3% COLA and longevity increase for staff. New part time passport agents will be funded with a projected revenue increase from the increased hours offering passport services, which have been in high demand recently.
      v. The cost of natural gas increased significantly, which has affected the buildings and grounds budget.
      vi. A high demand for ebooks and e-audiobooks has led to an increase in this budget as well. Libraries across the nation are experiencing a similar issue with high prices for e-materials.
      vii. The Ballpark layout plan shows how the team plans to remodel the building on the second Ballpark property acquired. Building is a better option for a temporary location as it will create better sightlines, will be easier to monitor, and does not have the same structural concerns as the first property.
      viii. $250,000 has been budgeted to acquire and implement an HRIS system in addition to $250,000 rolling over from last year for a total of $500,000. The HRIS system will help the team automate time consuming HR tasks and the cost this year will not be ongoing, it will just be for implementation. The estimated ongoing cost for a subscription to this software is $50,000 a year.
         1. The team is working with an HR consultant on the RFP for the software and hopes to select a vendor this fiscal year for implementation next fiscal year.
      ix. A board member asked about an increase in the number of incidents at the library, which is noted in the budget book. He asked if they're getting more serious, or if it's just an increase in number.
         1. Daniel Neville-Rehbehn, Assistant Director of Customer Experience, explained that it's mostly an increase in the number of incidents. Their guess at the cause is the long, drawn-out winter. They're looking to see if the numbers go back down as the weather breaks.
         2. Another board member asked if the increase in reports is due to a higher number of hired safety associates.
         3. Daniel noted that the safety team is doing more, especially responding to more medical calls because more safety members are trained as EMTs, but there is still an increase in issues coming up. The higher number of incidents may be a result of both contributors.

4. Debbie added that the number of times the team has to call SLCPD has decreased since the team is more capable of addressing issues on their own. Daniel agreed that the team is focusing more on emergency medical response versus policing behaviors.
5. The Library team is also working on an update to the code of conduct so consequences like suspensions are more equitably and consistently applied.
6. Board members expressed interest in more detailed data about incidents happening at the library.
   x. The board moved to approve the FY23–24 budget and capital projects list. Board members Dr. Dan Cairo, Ron McClain, Carol Osborne, Sarah Reale, Bonnie Russell, Adam Weinacker, and David Wirthin all voted in favor. Cathy Stokes was not present for the vote. The motion passed.
   b. Capital Budget Reallocation Requests
   i. The team reviewed the three budget reallocation requests presented at the last budget meeting.
   ii. The board moved to approve the following recommended reallocations:
      1. Reallocate $65,000 from Sweet front entrance enhancements to reflecting pool drain repairs at Main.
      2. Reallocate $118,860 from the urban room ceiling project to sewer repairs at Main.
      3. Reallocate $6,235 from general use vehicles to a custodial cargo van.
   iii. Board members Dr. Dan Cairo, Ron McClain, Carol Osborne, Sarah Reale, Bonnie Russell, Adam Weinacker, and David Wirthin all voted in favor. Cathy Stokes was not present for the vote. The motion passed.

V. NEW BUSINESS
   a. Maintenance/Facilities Policy Proposal
   i. The library team proposed this policy section be removed from the manual, as it is entirely procedural and we no longer follow the process outlined. It was approved in 2007, so it's 16 years old.
   ii. Current practices exist in the procedure manual and job descriptions.

IX. ADJOURN
   a. The board moved to adjourn the meeting. Board members Dr. Dan Cairo, Ron McClain, Carol Osborne, Sarah Reale, Bonnie Russell, Adam Weinacker, and David Wirthin all voted in favor. Cathy Stokes was not present for the vote. The motion passed and the meeting adjourned at 5:18pm.

UPCOMING SCHEDULE
The next will be held
   Monday, April 24, 2023, 4:00pm
   Main Library, 210 East 400 South, Salt Lake City, UT 84114
   With a virtual option via Google Meet