

**THOSE IN ATTENDANCE:**

Adam Weinacker, President  
Carol Osborn, Vice President  
Sarah Reale, Secretary  
Lu Marzulli  
Ron McClain  
Bonnie Russell  
Cathy Stokes  
Sariah Toronto

**THOSE EXCUSED:**

**ADDITIONAL STAFF IN ATTENDANCE:**

Deborah Ehrman, Interim Executive Director  
Tyler Bahr, Assistant Director of Finance  
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  
Heidi Voss, Executive Administrator

**I. CALL TO ORDER**

Board President Adam Weinacker called the meeting to order at 4:06pm. He let the board know that Darell Schmick had to resign as a board member because he moved out of Salt Lake City. The board will look for another member to join in his place.

**II. APPROVAL OF MINUTES**

The board moved to approve the October 23, 2023 minutes as written. Board members Lu Marzulli, Ron McClain, Sarah Reale, Bonnie Russell, Cathy Stokes, Sariah Toronto, and Adam Weinacker all voted in favor. Carol Osborn was not present for the vote. The motion passed.

**III. PUBLIC COMMENT**

No members of the public offered comments.

**IV. OLD BUSINESS**

a. [Communications Policy Update](#)

- i. Adam asked about the shortened language used to describe reasons for removing comments in the social media policy.
- ii. Quinn McQueen, Assistant Director of Marketing and Communications, replied that the reasons for removing comments were too specific and didn't allow for leeway for other types of comment removal.
- iii. Adam pointed out that the policy says we won't eliminate comments based on viewpoint, but we will remove comments that don't align with our values. He said he'd like to see procedures created so anyone running the social media account has benchmarks for when to remove a comment.
- iv. Quinn responded that the team already uses a set of best practices, they're just not part of the policy.
- v. Board Member Sarah Reale added that she appreciates the policy being broad enough to work well as policy but specific enough to address concerns if they arise.
- vi. The board moved to approve the policy update as written. Board members Lu Marzulli, Ron McClain, Sarah Reale, Bonnie Russell, Cathy Stokes, Sariah Toronto, and Adam Weinacker all voted in favor. Carol Osborn was not present for the vote. The motion passed.

- b. [COLA and Safety Team Budget Amendment](#)
  - i. The team sent a previously approved budget amendment to the City including an increase to staff COLA pay, funds for the safety team, and additional pass-through money for the Inland Port.
  - ii. The amendment has not gone through the review process at the City because the City's finance director recommends lowering the amount requested for the Inland Port pass-through money.
  - iii. The team proposes separating the budget amendment request for the Inland Port pass-through money so the COLA increase and safety funds can proceed to the City for review. They request a vote on this amendment now since the dollar amount for the previously approved pieces of this request have not changed.
  - iv. The board moved to approve an increase in the Library's FY24 General Fund budget of \$229,670. Board members Lu Marzulli, Ron McClain, Carol Osborn, Sarah Reale, Bonnie Russell, Cathy Stokes, Sariah Toronto, and Adam Weinacker all voted in favor. The motion passed.

## V. NEW BUSINESS

- a. Heidi Voss, Executive Assistant, reviewed a proposed update to the Library's record retention schedule. [Here are the slides from the presentation.](#)
  - i. She explained that the purpose of a record retention schedule is to help an organization know what records to keep and how long to keep them.
  - ii. The Library's record retention schedule has largely remained unchanged since the 90s and an update would assure the Library's records are properly classified and stored or destroyed as needed. [Here is the full executive summary for the update.](#)
  - iii. The following documents provide a spreadsheet view of the current record retention schedule, proposed changes, and the final schedule after updates are made.
    - 1. [Current Schedule](#)
    - 2. [Proposed Changes](#)
    - 3. [Final Schedule](#)
  - iv. The policy statement would also need to be updated since the basis for the schedule would be the general schedule for the Utah Division of Archives and Record Services. [Here is the document for that update](#)
  - v. Board members expressed appreciation for the work involved in putting together the update proposal.
  - vi. Board member Cathy Stokes expressed concern that she doesn't have enough knowledge of record retention to know whether the proposed update will fit the Library's needs or not. Adam noted that board members don't have to understand every line item in the proposed update to determine whether the proposal should be accepted. If they trust the expertise of the staff members involved, they can vote to approve the update.
  - vii. Cathy asked if the update is legally required from the state. Heidi explained that the general retention schedule is a guideline, not a requirement. City Attorney Kimberly Chytraus added that the library is legally required to have a retention schedule of some kind.
  - viii. Board member Carol Osborn asked if record retention disposition can be automated once the schedule is in place. Heidi responded that for some digital records like emails, automated action is possible.
  - ix. Adam Weinacker recommended re-adding some language struck in the proposed updates for the policy statement.
- b. 2024 Meeting Schedule
  - i. Board members reviewed this proposed [2024 meeting schedule](#).

- ii. Interim Director Deborah Ehrman suggested returning to branches for some meetings so board members have the chance to visit branches, as they did pre-pandemic.
- c. [Capital Budget Reallocation Request](#) - Shelving at Day-Riverside
  - i. Deborah reviewed a request to reallocate funds for new shelving at Day-Riverside. The change would improve sight lines in the children's section.
  - ii. Since the proposal is to reallocate funds from the Foothill Site Assessment, Adam asked if the site assessment is complete.
  - iii. Deborah replied that it is finished and cost less than anticipated. Adam requested that the team share the results of the assessment at a future meeting.
  - iv. Funds will also be reallocated from the Sprague renovation to the Main roof renovation project. The Sprague renovation has been complete for about two years and sufficient time has passed for the punch list.

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

- a. Adam welcomed Tyler Bahr, the Library's new Assistant Director of Finance. He also noted that the Library's new executive Director, Noah Baskett, starts on January 8, 2024.
- b. He noted that the Finance Committee met to review the Library's proposed budget priorities for the next fiscal year. [The priorities are detailed in this document](#)
- c. The board is looking for volunteers to serve on the Building and Grounds Committee, which will include meeting with the Library Facilities Plan steering committee.

## **VII. DIRECTOR'S REPORT**

- a. Deborah reviewed highlights from the [Director's Report](#).
  - i. Locations across the system enjoyed Fall programs including the yearly ghost hunt at Chapman, crafts, outdoor movie night, and Dia de Muertos at Day-Riverside.
  - ii. Multiple locations also hosted a Firefighter story time, with information about fire safety.
  - iii. Other programs this month included the PBS annual reading marathon and Alt Press Fest.
- b. Tyler asked board members how frequently they would like to see a finance report.
  - i. Board members responded that quarterly may be a good frequency.
  - ii. Debbie noted that having the Finance Committee meet quarterly would also be beneficial.
- c. Deborah noted that the library has entered into an agreement with an attorney to begin the collective bargaining process with staff. The attorney would like to meet with the board next month.

## **VII. ADJOURN**

- a. The board moved to adjourn the meeting. Board members Lu Marzulli, Ron McClain, Carol Osborn, Sarah Reale, Bonnie Russell, Cathy Stokes, Sariah Toronto, and Adam Weinacker all voted in favor. The motion passed and the meeting adjourned at 5:28pm.

## **UPCOMING SCHEDULE**

The next will be held

Monday December 18, 2023, 4:00pm

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

With a virtual option via Google Meet