

THOSE IN ATTENDANCE:

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

THOSE EXCUSED:

Cathy Stokes

ADDITIONAL STAFF IN ATTENDANCE:

Noah Baskett, Executive Director
Tyler Bahr, Assistant Director of Finance
Gordon Bradberry, Principal of Journeyscape Studios
Shelly Chapman, Human Resources Manager
Kimberly Chytraus, Senior City Attorney

Deborah Ehrman, Deputy Director
Ben Luedtke, City Council Liaison
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 4:05pm.

II. APPROVAL OF MINUTES

The board moved to approve the January 22, 2024 minutes as written. Board members Lu Marzulli, Ron McClain, Bonnie Russell, Sariah Toronto, and Adam Weinacker all voted in favor. Board members Sarah Reale and Carol Osborn were not present for the vote. The motion passed.

III. PUBLIC COMMENT

No members of the public offered comments.

IV. OLD BUSINESS

a. [Audit Report - Eide Bailly](#)

- i. The board moved to approve the audit. Board members Lu Marzulli, Ron McClain, Bonnie Russell, Sariah Toronto, and Adam Weinacker all voted in favor. Board members Sarah Reale and Carol Osborn were not present for the vote. The motion passed.
- ii. Board President Adam Weinacker expressed appreciation to the Library team for their work with Eide Bailly on the audit.

V. NEW BUSINESS

a. [FY24–25 Proposed Budget](#)

- i. [Here is the link to the slides presented.](#)
- ii. The Finance Committee met recently to review the budget ahead of time.
- iii. As the leadership team prepared the proposal, their priorities for the operational budget were:
 1. Total staff compensation.
 2. Optimal staffing; Noah noted the requests this year would move the library closer to optimal staffing levels, but this will likely take a few years.
 3. Investment in the collection. The percentage of the budget dedicated to the collection has decreased over the years, and hold times have been impacted.
- iv. The priorities for the capital budget were:
 1. Safety and security infrastructure
 2. Finishing and maintaining existing projects and infrastructure. This includes the roof renovation.
 3. Library Facilities Plan

- v. This year, the team has worked with a consultant to consider the Library's budget not just for next year, but looking a few years out for longer term planning for the Library's finances.
- vi. The team received feedback from City Council after recently requested budget amendments that they would like to see the Library include contingency funds in the next budget. If included, contingency could be used without the need for a budget amendment.
- vii. The leadership team started with budget requests from managers that, if all were incorporated, would increase the Library's budget by \$12 mil. They were able to narrow the increase down to \$5.3 mil, which includes \$2.2 mil for immediate needs and \$3.1 mil for future years.
 - 1. The Library is reliant on property tax for revenue, and doesn't have access to new growth projections until June, when the budget has already been finalized. Including contingency funds in the budget will help allow for adjustments if the revenue is higher than expected, and there are many needs that wouldn't fit in the budget this year that could be addressed with contingency.
 - 2. The team hopes that asking for this amount now will prevent the need for coming back to ask for a tax increase for a while.
- viii. The team is requesting a tax increase to cover the \$5.3 mil increase for the next year. Board Member Lu Marzulli asked if the property tax increase would be done through bonding or whether the City Council approves the increase.
 - 1. Tyler responded that property tax increases are not done through bonding. If City Council approves the Library's proposed budget, the increase would be approved through the Truth in Taxation process. This means special notice would go out in July, and the public would have the chance to comment specifically on the tax increase. Truth in Taxation in Salt Lake City typically takes place in August.
- ix. Board Member Carol Osborn asked where the largest increase in the budget is coming from. Tyler responded that the largest increase is for staff compensation. Compensation includes medical premiums, where we anticipate increased costs, the tuition assistance program, and other benefits for staff.
 - 1. Carol responded that many agencies will likely be asking for tax increases for staff compensation, and we need to be thoughtful about the cumulative impact of the increase for taxpayers. She asked if this is a bare-bones budget, or whether this is a best-case-scenario budget.
 - 2. Tyler replied that, given the beginning point of \$12 mil in increases, the proposed budget, with only a \$5.3 mil increase, represents a request to meet basic needs.
 - 3. In addition to staff compensation, 10 new positions and 15 reclassified positions are included in the proposed budget.
 - 4. The Library is asking for a larger cost of living increase than the City this year, but COLA raises at the Library have been behind the City in other years. The team is also trying to catch wages up with inflation.
- x. Adam asked about the 15 reclassified positions.
 - 1. Tyler explained that reclassifying a position increases the capacity of existing staff who have the skills to perform needed work. This saves the Library the cost of hiring additional staff. Rather than adding a \$75,000 position, the team can add \$10,000–15,000 to an existing position.
- xi. Carol asked if the proposed budget takes into account potential costs related to unionization.
 - 1. Noah responded that the budget includes \$200,000 in estimated legal fees, but doesn't include a number for increased personnel expenditures, because any such number would be a guess at this stage.
 - 2. Adam added that some of the concerns that led to the unionization effort are related to compensation and benefits like parental leave. Increased compensation, a third party compensation study, and other items in this proposed budget aim to address some of those concerns.

- xii. This budget includes a \$750,000 increase to the collections budget, with more than half of the increase going to electronic media. These materials are in high demand and cost more than physical books. This increase will help reduce wait times for holds.
- xiii. Capital requests will cover hardware and equipment to make the safety team function in a more streamlined way.
 - 1. Several new safety and social services positions were requested. The leadership team prioritized adding one new mobile patrol safety team member and one new social services team member to assist at branches.
- xiv. Adam asked about what gaps our current Licensed Clinical Social Worker is seeing that another position would help to address.
 - 1. Tyler replied that the number of hours the library is open is more than one 40-hour position can cover. The partner agencies who normally help with connecting patrons to social services have become strained and understaffed and often can't be here consistently. This leads to frustrated patrons looking for services that are frequently unavailable.
 - 2. Having someone here from Coordinated Entry to help unhoused patrons connect to housing has been especially helpful. Carol asked where people could normally connect with this service. City Attorney Kimberly Chytraus explained that there are a few locations that try to have centralized services, but the Library is a location where unhoused visitors are already gathered.
 - 3. Tyler noted that our current licensed clinical social worker identified a high percentage of safety incidents that could have potentially been mitigated with the engagement of social services, which is a significant opportunity. Adding another position to this team could reduce the need for reactive response from the safety team.
- xv. Although the team wanted to include \$1.5 mil to repair the roof of the crescent wall in the baseline budget, the cost was high enough that they have written it into contingency. This allows the team to move forward with the project if revenues come in higher than expected, but does not increase the tax revenue request.
 - 1. Carol asked what's wrong with the crescent wall. Gordon Bradberry responded that, like the rest of the building, the crescent wall has water leaks in the roof and the water is rusting the support beams.
- xvi. As board members reflected on the proposed budget, Adam noted his appreciation for the focus on staff and safety. Board Member Sariah Toronto appreciated the thinking around adding contingency to the budget.
 - 1. Board members agreed that asking for a tax increase will be a challenge, especially as costs build up for taxpayers. However, the community has shown support for the Library in the past, especially in the discussion around unionization. If we provide clear information about how the budget will be used, we may have all the support we need.
 - 2. Sariah asked if we have a sense of what other elements might contribute to tax increases this year. Kimberly said the City is just starting their budgeting process, so we don't know yet.
 - 3. Noah added that even with this year's requested increases, the Library has become a smaller percentage of the City's overall budget over time.
 - 4. Adam asked why contingency hasn't been included in the Library's budget in the past. Noah replied that, although this ultimately came down to a preference with previous Finance staff at the Library.
 - 5. Sariah asked if the contingency budget requires board approval before expenditure. Tyler responded that this isn't currently built in, but the board can create this requirement if they'd like.
 - 6. Adam asked what data we have that suggests this increase will prevent the need to ask for another increase in the near future. Tyler responded that the team is working with a consultant to create a projection for the Library's financial needs for the next five years. Variables can disrupt that projection, like a steep increase in inflation, but barring unexpected changes, this model can be used to forecast our future budgeting needs.

7. Adam expressed appreciation to the Finance Committee for their work on reviewing the budget in more depth and to the Library team for their help narrowing down the requests to a more reasonable ask.
- b. [Board Meeting Schedule](#) - Update
 - i. Although the board already approved the 2024 meeting schedule, it did not include any board meetings at branches. Pre-pandemic, board meetings were held at branches throughout the year as an opportunity for board members to get to know the branches better.
 - ii. The board meeting has moved to a hybrid format, and not every branch has the technical capacity in their meeting rooms to accommodate for this format, so this revised schedule includes just three branch meetings. These meetings would only be in-person.
 - iii. Adam noted that board members will need to plan ahead for these in-person meetings, as meetings can't proceed without a quorum.
 - iv. The board moved to approve the revised schedule.
 - v. Board members Lu Marzulli, Ron McClain, Carol Osborn, Sarah Reale, Bonnie Russell, Sariah Toronto, and Adam Weinacker all voted in favor. The motion passed.

VII. BOARD PRESIDENT'S REPORT

- a. Adam let the board know that the executive committee is continuing work with consultant Sara Leonard to create a review process for the executive director. She has gathered a number of examples from other library systems and the committee will be meeting next week to finalize the process.

VIII. DIRECTOR'S REPORT

- a. Executive Director Noah Baskett provided highlights from the February [Director's Report](#).
 - i. He enjoyed celebrating the beginning of the Lunar New year at Main. This program is a yearly collaboration with the Chinese Society of Utah and the Salt Lake Eastern Art Club. This event is a great example of staff collaborating with partners to create an engaging community celebration.
 - ii. Part of the Library's core work is nurturing early literacy, and the report highlights a training offered by a librarian at Chapman for bilingual storytime. This training was attended by partners who can help multiply the Library's efforts to educate early readers.
 - iii. The Library recently held a naturalization ceremony to welcome 150 new American citizens. During the event, visitors were encouraged to apply for a library card if they don't already have one.
 - iv. The attached MOCA report shows the roof renovation progress.
 1. Adam asked whether the team is still on fire watch or if the fire system has been repaired. Noah confirmed that the fire systems are up and running.
- b. Unionization Update
 - i. Noah updated the board on the collective bargaining process. He has reviewed the proposed resolution from AFSCME and discussed it with City Council and representatives from our legal counsel. He anticipates submitting a counter-proposal tomorrow.
 - ii. He expressed a commitment to honor the interests and concerns raised by staff, and noted that some back and forth is anticipated in agreeing upon a resolution. Any agreement will be subject to board approval and will need to be ratified by City Council.
- c. Library Facilities Plan
 - i. The leadership team is working with consultants to move forward with the Library Facilities Plan. The Library team recommends exploring a voter authorized GO bond in 2025 for the Day-Riverside, Anderson-Foothill, and Ballpark branches. They estimate \$65 mil will be needed for the work. \$60 mil will come from the GO bond and \$5 mil will be raised locally.

- ii. The team is working with the mayor's office on the timing of the bond. They're currently planning on 2025.
- iii. For repair work needed on the Main library, the team hopes to collaborate with the mayor's office in the Green Loop bonding.
- iv. The \$5 mil estimate for private fundraising is conservative based on the fact that the Library doesn't have a strong history in this type of work, but more could be raised and the team hopes to engage more with local philanthropy.

IX. ADJOURN

- a. The board moved to adjourn the meeting. Board members Lu Marzulli, Ron McClain, Carol Osborn, Sarah Reale, Bonnie Russell, Sariah Toronto, and Adam Weinacker all voted in favor. The motion passed and the meeting adjourned at 5:32pm

UPCOMING SCHEDULE

The next will be held

Monday March 25, 2024, 4:00pm

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

With a virtual option via Google Meet