

**THOSE IN ATTENDANCE:**

Lu Marzulli, President  
Annalise Lasater, Vice President  
Adam Weinacker, Secretary  
Mario Organista

**THOSE EXCUSED:**

Carol Osborn  
Deeda Seed  
Cathy Stokes

**ADDITIONAL STAFF IN ATTENDANCE:**

Peter Bromberg, Executive Director  
Kevin Blalock, Blalock and Partners  
Gordon Bradberry, Assistant Director of IT and Facilities  
Jace Bunting, Finance Manager  
Debbie Ehrman, Deputy Director  
Shelly Chapman, Human Resources Manager

Kimberly Chytraus, Senior City Attorney  
Quinn Smith, Assistant Director of Marketing and Communications  
Margaret Sullivan, Margaret Sullivan Studio  
Heidi Voss, Executive Administrator  
Lyna Vuong, Margaret Sullivan Studio  
Russell Weeks, Public Policy Analyst

**I. CALL TO ORDER**

Lu Marzulli called the meeting to order at 4:03 PM. He read the following statement regarding anchor locations for this meeting:

I, Luciano Marzulli, Salt Lake City Public Library Board Chair, hereby determine that conducting the Salt Lake City Public Library Board meeting at an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The World Health Organization, the President of the United States, the Governor of Utah, the Salt Lake County Health Department, Salt Lake County Mayor, and the Mayor of Salt Lake City have all recognized a global pandemic exists related to the new strain of the coronavirus, SARS- CoV-2.

Due to the state of emergency caused by the global pandemic, I find that conducting a meeting at an anchor location under the current state of public health emergency constitutes a substantial risk to the health and safety of those who may be present at the location.

**III. COMMUNICATION AND PUBLIC COMMENT**

No members of the public offered comments.

**IV. BOARD PRESIDENT'S REPORT**

Lu commended library employees for staffing branches and innovating ways to share engaging online content such as Frankenstein's Lab, Alt Press Fest, and Dia de los Muertos.

He and Peter are in the process of reviewing applications to fill the board's two vacancies. They hope to identify candidates to recommend to the mayor by the end of the week

**II. APPROVAL OF MINUTES**

The board did not have a full quorum at the beginning of the meeting, so waited until a quorum was present before moving to approve the September 28, 2020 minutes as written. The motion passed unanimously.

## **VI. LIBRARY DIRECTOR'S REPORT**

- a. Kevin Blalock, Margaret Sullivan, and Lyna Vuong presented an update for the Library's Master Facilities Plan. They plan to schedule five phases, which will include one workshop each month over the course of five months.
  - i. Ultimately, this work should direct the library's planning for the next 10-20 years, and will align the visions and goals of the project with funding.
  - ii. The plan will look at space utilization at all branches using a human-centered design process. The team will look to library staff, patrons, and community partners for feedback.
- b. Jace Bunting, Finance Manager, presented the [September 2020 Financial Report](#).
  - i. Many of the revenue accounts look empty, but this makes sense given we aren't charging for several services we would normally collect revenue from. The bulk of our revenue continues to come from tax revenues.
  - ii. For expenditures, several of our technology service agreements are on a yearly pay schedule, so we have paid up front for the year and the costs should annualize out.
- c. Fraud Risk Analysis
  - i. The State Auditor has added a tool to assess an organization's fraud risk as a new requirement. This does not mean fraud has occurred or will occur. It's a series of questions for us to grade ourselves. We were able to answer "Yes" to all but a couple of questions, which has placed us in the "high risk" category.
  - ii. We want to take the assessment seriously and see where we can make improvements while keeping in mind the cost and benefit of implementing new controls.
- d. Land Acknowledgement
  - i. Ivana Holiday, Community Wellness Liaison; Ed Napa, from the Urban Indian Center, and Nate Salazar, Adult Services Coordinator have created a Land Acknowledgement Statement for the library to honor the Indigenous community. Guidelines are still in development for when the statement will be used, but will likely be read before large, signature programs and other occasions.
- e. Highlights from the Director's Report
  - i. The library is adding Holds To-Go hours at Main on Sunday, and has received positive feedback about Browsing To-Go, which allows library staff to browse for titles on behalf of a patron based on their interests.
  - ii. The Sprague renovation is nearly complete. We should have a certificate of occupancy around the 20th of November.

## **VII. OLD BUSINESS**

- a. N/A

## **VIII. NEW BUSINESS**

- a. N/A

## **IX. ADJOURN**

- A. The board moved to adjourn the meeting, and the motion passed unanimously. The meeting adjourned at 5:17pm.

## **UPCOMING SCHEDULE**

The next will be held

Monday, November 23, 2020, 4pm

Meeting will be held virtually via Google Meet