

WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES

Date: April 5, 2022

Board Members

in Attendance: Diana Allison
Sandra Crosland
Jim Harvey
John Watson

Board Members

Excused: Kathleen Jensen
Shannon Sebahar
Reed Spencer

Others

in Attendance: Bryan Baron, Legal Counsel
Phoebe Carter, Assistant Director
Marcia Harris, Library Development Board
Holly Okuhara, Assistant Director
Bryant Reeder, Information Technology Manager
Julia Valle, Business Office Manager
Lynnda Wangsgard, Director

Crosland called the meeting to order at 5:00 p.m. Spencer, Jensen, and Sebahar has asked to be excused.

Public Comments:

Approval of March 1, 2022, Meeting Minutes:

Crosland called for review of the March 1, 2022 meeting minutes. Hearing no requests for change, Watson moved approval. Allison seconded the motion. All voted in the affirmative.

Commissioner's Report:

Harvey did not have specific items to share with the Board at the time. He invited questions, but there were none.

Director's Report:

Wangsgard reviewed the service metrics for the month of February, noting increased activity over the previous year in the categories of issuing library cards, number of visits, program attendance, and meeting room use.

Carter reported on an issue that occurred when a group using a meeting room was approached by someone purporting to be an employee. The masquerading community member requested they close their meeting and vacate the premises because of complaints concerning their behavior. The incident was not reported within the timeframe necessary to review security images to identify the person.

Wangsgard noted the financial report was heartening, with meeting room collections already totaling 35% of the total projected for FY 2022.

The expense side of the ledger contained an unbudgeted line item for overtime that was more than 100% over-expended. The Library does not authorize, nor do supervisors approve overtime. In changing payroll systems, Wangsgard explained, someone missed acknowledging that an entire category of Library employees is exempt from the Fair Labor Standards Act. Employees in County Human Resources corrected their mistake, but not until after the overtime was paid. Several additional line items were “used” at a rate greater than 25%, after three months of completed operations. Careful review of the report illustrated a significant portion of these “used” funds were encumbered on open purchase orders and reserved for making payments due throughout the year. Of special note was the “books & materials” line item “used” at 80%. Funding had been encumbered on large purchase orders with jobbers in order to obtain significant discounts. Invoices for materials received will be charged against these purchase orders throughout the year.

Crosland noted a recent survey that found members of the public have faith in the way in which books are selected and stocked in public libraries and are not favorable to censorship.

Weber/Davis Cooperative Borrowing Reports:

An Interlocal Agreement for Cooperative Borrowing between Davis and Weber counties requires that each entity report on the services provided to the partnering jurisdiction.

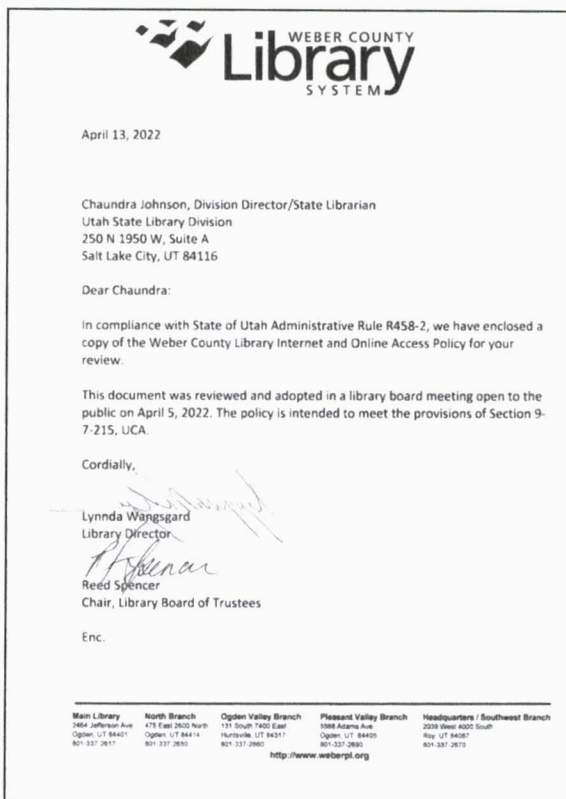
Interlocal Agreement: Cooperative Borrowing								
Yearend Review								
Weber/Davis Counties								
2021								
	2018	2019	2020	2021	Percent Comparisons		Auto Renewal/ Database Maintenance Adjustments	Adjusted Percent Comparisons
Davis County Report to Weber County								
Registered Weber County Residents	3,575	3,376	3,054	4,331	45	*	3,248	34
Number of Items Loaned to Weber County Residents	46,872	42,529	21,536	38,313	48	*	24,903	31
Inactive Cards Deleted Every Four (4) Years								
Weber County Report to Davis County								
Registered Davis County Residents	7,937	9,031	9,670	9,645	223		9,645	297
Number of Items Loaned to Davis County Residents	115,735	117,540	73,793	79,131	207		79,131	318
Inactive Cards Deleted Every Three (3) Years								
* Non-compliance with State recommendations for deletion of records may increase the Davis County total count of "active cards" by approx. 25%. Davis County "auto-renewals" may account for as much as 35% of the total circulation to Weber County Residents.								

Analysis of the total number of registered borrowers and the numbers of items loaned illustrated that, while Weber County services more than twice the number of borrowers and loaned more than twice the number of items compared to Davis County, residents of each jurisdiction receive valuable service. The missions of the two jurisdictions are very different and complementary to each other, Wangsgard said.

Watson noted a business metric that gives deference to those closer to Salt Lake City but, in fact, there are sometimes better options and opportunities to the north.

Review of Library Internet Access Policy for Compliance with State of Utah Administrative Rule R458-2, Section 9-7-215, UCA:

The Library Internet Access Policy had not changed since approved during the Board’s September 7, 2021, meeting when it was reviewed and voted on in order to comply with requirements to receive Federal funding. The policy was brought forth again in a public meeting to ensure compliance with requirements to receive an allocation from the State Library’s Community Library Enhancement Fund. In particular, the Library must comply with directives for filtering the Internet. A letter advising of public notice, presentation for discussion, and a Board vote of approval, along with a copy of the Internet Access Policy, must be forwarded to the Director of the Utah State Library to ensure compliance.



Wangsgard asked Reeder to review details of the Library’s Internet filtering process.

Reeder explained the appliance used in Weber County Library (WCL) was procured from iBoss with oversight from the Utah Education Network (UEN). iBoss has been in use for several years and is preferred for its ability to filter through various parameters and be configured for types of machines. For example, it can be set to allow traffic specific to type of equipment: personal computer, coffee table gaming console, tablet, etc. iBoss also allows different filtering configurations for children, preteen, teen, and adult machines as is done in elementary, junior high, high school, and university settings.

Allison moved reapproval of the policy. Harvey seconded the motion. All voted in the affirmative.

The letter of compliance will be forwarded to the State Library Director. After review, the results of the submission will be shared in a public meeting.

Information Technology Plans and Updates:

Reeder noted Emergency Connectivity Fund (ECF) supplied devices were being received. All 482 laptops were on site as were 1,000 data hotspots. Hotspots will have data through December 31, 2022. The 338 iPads ordered with these Federal grant funds were not expected to be delivered until sometime during May. A padded carrying case was also procured to facilitate loaning each item.

Census data was used to estimate that 31,000 Weber County residents do not have high-speed Internet access. Items purchased with ECF were being prepared for distribution to this group of underserved community members, based on individual recommendations from social services providers; the goal being to help bridge this digital divide. Devices procured and delivered had been processed through the Technical Services area of the Library so inventory control could be managed by the integrated library (computer) system. All equipment must be accounted for over a period of three years. Technical Services staff members created an individual inventory record for each item, the devices had also been barcoded and made ready for loan. Reeder noted it was not the plan to restrict access on laptops, but rather allow connectivity on any available community Wi-Fi network.

Library information technology staff had reviewed and updated configurations and antivirus protection on each laptop and had removed “bloat-ware” invitations to download or purchase confusing applications. They had also reconfigured and locked down the hotspots. Reeder’s group was busy putting together curriculum for classes and training instructors in order to ensure a positive experience for those who receive the equipment. Devices will be distributed only after individuals attend an orientation where they will learn the basic use of the equipment, Internet safety, cloud storage, options for personal printing, etc.

Watson asked how participants were being selected.

Reeder said those invited to receive a device will be recommended by community social service agencies. Bobby Workman, Library Social Service Specialist, was compiling a list of preferred organizations and agencies to which service vouchers will be sent for distribution to qualifying individuals. Workman was coordinating, in part, through the Weber County Prosperity Center for Excellence which had not yet provided him with their recommended list of contact agencies. Once this list is received, additional qualifying agencies will also be notified of the service.

Watson urged inclusion of those agencies that serve new immigrants. He also asked what will happen when equipment is returned; that is, what is the borrower’s level of responsibility.

Reeder noted that those who receive vouchers will verify they have a Library card, schedule an orientation class, and attend the training where the equipment will be loaned. Responsibility to care for and return items if they malfunction, or at the end of the loan period, will be emphasized. Once returned, they will be inspected, cleaned, and loaned to another person.

Allison asked about the possibility of hotspot connectivity being extended beyond December 31, 2022.

Wangsgard said they were looking for additional grant options to extend functionality of the hotspots, thinking ARPA funding may become available.

Reeder detailed a second option for hotspot connectivity that was being offered in cooperation with UEN. UEN is building a statewide, private network and asked WCL to participate. Schools and some libraries have agreed. The network is at no cost to the participants. Reeder had to pick one WCL location as the test site, and selected the Main Library where an access point has been installed on the roof to flood Library grounds, Lester Park and surrounding areas. Another point will serve the interior of the building. The Main Library was the obvious choice since the network is "line-of-site" and the Ogden City School District is an enthusiastic participant, even allocating some funding for enhancements. The Weber School District is not a participant at this point in time. Weber State University is also participating in the rollout.

Now that the access points have been installed, 15 hotspots are available for checkout to patrons, Reeder continued. The hotspots will connect to the private network and then traffic will be redirected to the Main Library, utilizing the same filter and resources available on the public network.

Reeder distributed a draft Mobile Hotspot Borrowing Policy. Once reviewed by Baron, the revision will be added to the agenda for the May 3 Board meeting where Reeder will seek approval.

Reeder concluded by expressing enthusiasm for an opportunity to promote Internet connectivity on two fronts:

1. By way of EFC hotspots loaned under Federal guidelines on a public network; and
2. By way of hotspots provided by UEN and loaned on a private network under Library Board policy provisions.

Watson said it looked like State of Utah is innovating on behalf of those who can most benefit.

Crosland thanked Reeder for his report.

Lester Park Update:

Harris asked Board members to watch for a survey that was being distributed by email, seeking input concerning preferred improvements for Lester Park. Confined originally to citizens of Ogden City, the survey was being expanded to the larger County community by way of an email list made available by Friends of Library. Eva Barnett, a participant in the Weber State University leadership program and author of the survey, had proposed a mulched walking trail around the parameter of the park. This trail does not necessarily represent survey input, Harris said, but would be a beginning and could be put together with little cost and a volunteer effort.

Barnett was also proposing an expanded play area. To date, Harris had not received information as to timeline or who will have final approval in the City.

Watson reported on a conversation with the Ogden City Director of Parks and Recreation who indicated meetings to develop a plan were scheduled and that funds still needed to be secured through the budget process. Whatever Board members and Library staff can do, including completing the survey, will be helpful, Watson concluded.

Crosland asked if anyone was following up with the City.

Harris said people from Weber State University and the Civic Action Network were helping to drive the process forward with the City.

Workweek Issues Update:


Wangsgard did not have anything new to report. She was asked to keep the item on the agenda.

Other:

There being no further business Watson offered a motion to adjourn. Harvey seconded the motion, which was approved.

Crosland distributed lapel ribbons that can be worn to show solidarity with Ukraine. The ribbons made note of three authentic options for those wishing to make donations to help those displaced by the war.

Respectfully submitted:



Julia Valle

3 May 2022

Date