

WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES

Date: June 7, 2022

Board Members
in Attendance:

Diana Allison
Sandra Crosland
Kathleen Jensen
Shannon Sebahar
Reed Spencer, Chair

Board Members
Excused:

Jim Harvey
John Watson

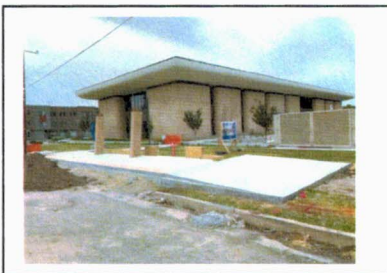
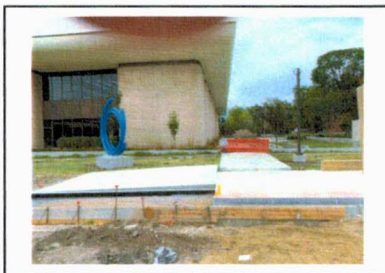
Others

in Attendance:

Robert Armstrong, Building Maintenance Manager
Phoebe Carter, Assistant Director
Holly Okuhara, Assistant Director
Bryant Reeder, Information Technology Manager
Kimberly Slater, Business Office Specialist
Lynnda Wangsgard, Director

On-Site Review Utah Transit Authority Construction on South Side of Main Library Property:

Board members reviewed progress on the transit stop that was under construction and observed the proposed location and size of a utility box.



Discussion of issues related to the construction was reserved for later during the meeting.

Public Comments:

There were no public comments.

Commissioner Harvey and John Watson had asked to be excused.

Approval of May 3, 2022, Meeting Minutes:

Allison moved approval of the minutes. Sebahar seconded the motion. Spencer called for a vote. All present voted in the affirmative.

Director's Report:

Wangsgard called for comments and questions concerning the financial and output measures reports.

Allison noted 140 proctored exams at the Ogden Valley Branch.

Carter reported more than 500 attendees at the Southwest Branch summer reading kickoff. Summer programs are trending on social media, she said. Ogden Valley had more than 200 attendees. Weber Reads and America Reads were also drawing large numbers. Pleasant Valley Branch, the Main Library, and North Branch kickoff programs were still to come.

Every use has a result, Spencer said. The large numbers have a significant community impact.

Wangsgard noted the salaries line item was looking promising, reminding those present that the Board was originally expected to turn back \$650,000 at yearend. While the amount of savings had not changed, it had been noted that some of this surplus may have to come from other line items since a number of full-time positions had been authorized in an attempt to keep from losing talented part-time employees who needed full-time work.

The Utah Transit Authority's (UTA) construction of a transit station on the south side of the Main Library was behind schedule and had created a series of ongoing challenges. UTA had recently contacted the Library maintenance staff to report their intent to install a nine by eleven-foot (9' x 11') utility cabinet directly in front of the south-facing windows, blocking views of the Library and the "Blue Sky" sculpture. Wangsgard noted the box was not included on the original drawing approved for construction.

Board members reviewed options for resolving the utility box location, settling on recommending that power sweeps be installed to allow connectivity to a cabinet that could be located in the easement east of the transit stop. It was agreed that Spencer would write a letter to local elected officials and the UTA Board of Trustees, requesting an opportunity to meet and discuss this option. Commissioner Harvey and other local and State officials would be brought into the communication chain.

Spencer noted time is of the essence. Once UTA starts the installation of the cabinet, it will not be possible to change direction. The Board is obligated to protect the historic nature of the Main Library, he continued.

Jensen noted the letter should note the Library is an historic building and should be respected.

Professional cost estimates for moving the Blue Sky sculpture away from the transit stop had been obtained and ranged between \$123,000 and \$148,000. The sculpture would have to be taken apart, sanded, repainted and a new base constructed. Power and data lines for lighting and a security camera would need to be run to the new location and a crane would also be required to move the steel sculpture off the old base and onto a new presentation base. Finding a construction company capable and interested in the job could be a challenge.

Spencer noted the need to move the sculpture whether or not the utility cabinet is installed in order to keep Blue Sky from becoming a seat for those waiting for the bus.

Wangsgard concurred. The sculpture is the work of a renowned artist with worldwide installations. As it sits now, the sculpture is less than a foot from the platform. It should be respected and protected.

Those present were reminded of the Summer General Staff Meeting, 5:30-8:00, June 17, at the Ogden Valley Branch. Allison encouraged Board members to attend. It's fun and a chance to meet employees and their families.

Cybercrime Happens Way More Than You Think!
Large-scale cyberattacks make the news, but that's just the tip of the iceberg. Cybercrime is on the rise, and the majority of attacks go unreported.

Consider the following facts:

- The University of Maryland found that there is an average of 2,244 cyberattacks per day, which is one every 36 seconds.
- The International Criminal Police Organization (Interpol) reported that small- and medium-sized businesses (SMB) are being targeted at an increased rate.
- The US Federal Trade Commission, in a recent 6-month period, had seen over 128,000 phone-based fraud scams that cost victims a whopping \$108 Million - that's only half a year!

A cyberattack every 36 seconds

43% of SMB lack a cybersecurity defense plan

\$108 Million lost in only 6-months

Staying Safe Starts with YOU!

We often assume cybercrime only happens to someone else but hackers know the easiest way to get to your organization's information is through YOU!

Here are some actions to stay safe.

- Be careful what you post and share online.
- Don't reuse passwords for multiple sites.
- Follow your organization's security policies and procedures.
- If something seems suspicious, always verify that it's legitimate.

In the time it took you to read this document, there were multiple cyberattacks across the globe. Make sure you stop, look, and think before you take any sort of action.

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Reeder reported on KnowBe4 Technology Security Awareness Training that was being offered to all Library staff, primarily focusing on email malware. Joseph Triplett, Library Associate Computer Manger, oversees the program and actually phishes staff to gauge the effectiveness of the training. Training was being made available to Board members and Friends of the Library who conduct business for the Library and need to be aware of how threats present themselves. Details on access protocols were discussed.

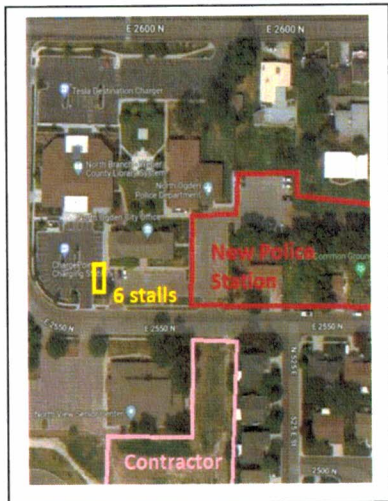
Finally, Wangsgard invited Board members to attend an orientation meeting for those attending the conference of the American Library Association. The group will gather at 4 p.m., June 9, at the Southwest Branch.

Agreement to Assign the Weber County Library Commercial Space Leases:

Baron reviewed an "Agreement to Assign the Weber County Library Commercial Space Leases," noting it did not change the scope of the original lease agreements, but simply reassigned the rights and responsibilities, terms and conditions. Assignment of three lease agreements were included for spaces at the Main Library, Pleasant Valley Branch, and Southwest Branch.

Allison moved approval. Jensen seconded the motion. All voted in the affirmative.

The agreement will now be placed on the County Commissioners' agenda for approval.



Review of North Ogden Request to Use Parking Lot and Revise Agreement:

Jon Call, North Ogden City Manager had forwarded an email requesting use of six parking stalls on the southeast corner of the south parking lot at the North Branch Library. The stalls were to be used only by North Ogden City Employees while work is being done on a new public safety building. Contractors will be required to park on the east side of the Senior Center or on public streets.

Library maintenance staff had previously installed “Library Parking Only” signs on the north and south Library lots.

The City was also requesting an extension of the parking agreement which required them to install parking on the east side of the Senior Center. This agreement was approved when the Library Board purchased the skate park property, now the parking area on the south side of the North Branch. A parking lot to the east of the Senior Center was to be completed by July 1, 2023 and made available to the public as shared parking space for both the City and Library. North Ogden City was requesting an extension of this parking lot construction deadline until July 1, 2024.

Baron noted the Board had been working on parking options with North Ogden City for years and various Memorandums of Understanding (MOU) had been negotiated and signed. It is a good idea to maintain a working relationship with them, Baron suggested. Allowing them to use six stalls is a nice gesture to keep a good relationship.

Board members thanked Baron for his advice and requested that he work with the City to prepare a new MOU, allocating use of the six parking stalls until July 1, 2024 and extending deadline for completing the parking until this date as well.

Nominations to Fill Seat on Library Board of Trustees:

Wangsgard noted several outstanding community members had applied for two seats open on the Board. One seat is currently filled by Spencer, who was amenable to serving a second term, and a second filled by Jensen who had served two full terms and was not eligible for reappointment.

Allison moved the Board go into a closed session to discuss the character, professional competence, or physical or mental health of individuals. Sebahar seconded the motion. Spencer conducted a roll call vote: Allison voted “aye.” Jensen voted “aye.” Crosland voted “aye.” Spencer voted “aye.”

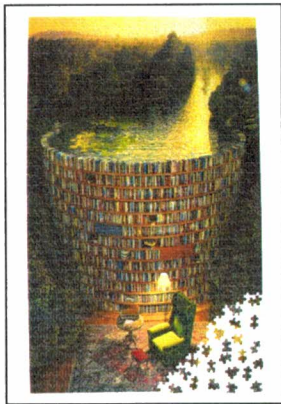
Those other than members of the Board were excused while a discussion took place. After their review and discussions were complete, the original attendees were invited to rejoin the Board.

Sebahar moved to close the executive session and reconvene in a public meeting. Allison seconded the motion. All voted in the affirmative.

Spencer reported the Board wished to forward three names to the Commission to fill the seat of Kathleen Jensen: Wendy Ogata, Caitlin Gochmour, and Michael Blodget

Recognition of Retiring Board Member:

Wangsgard said the staff’s experience working with Jensen went back further in time than that of any of the current Board members. Kathleen and Marlin Jensen, along with Spencer Stokes, worked during 2013 with Friends of the Library to communicate parameters of the Library Board’s capital plan to community members. After voters approved the sale of general obligation bonds to finance the plan, Kathleen and Spencer accepted appointments to the Board. They were the only Board members to serve throughout the five-years it took to build and renovate all the libraries in the plan, ensuring the community got what had been promised. Jensen’s style was quiet and thoughtful, Wangsgard said, but once she weighed the options and determined what needed to happen, she spoke up and helped see the projects through to a successful completion.



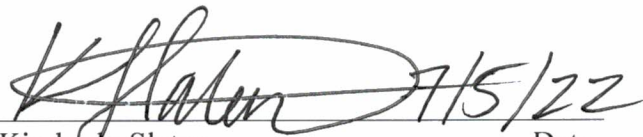
Jensen was presented with a puzzle, that was likely intended to represent a serene scene of comfortable reading enjoyment. Her dynamic experiences while serving on the Board may cause her to view the puzzle as something more dynamic, Wangsgard said, since removing just one book could cause a damaging flood. Jensen was always working to “put her finger in the dike” when problems arose. Jensen was also presented with a singing quartz bowl, signifying how her voice reverberated with thoughtful advice and good will.

Allison thanked Jensen for her warm greeting when she came on the Board and expressed appreciation for her support.

In closing, Wangsgard recognized Slater who, among other important duties, manages the Library “books and materials” budget, the most dynamic of all budgetary line items. In fact, it was noted, there are more transactions in this particular line item than in all the other line items put together. To make managing these transactions even more demanding, Slater must interface transactions between the Library integrated system (LIS) used for in-house fund accounting and the County’s MUNIS financial system. It is a huge job that is meticulously managed by Slater.

Other:

There being no further business, Allison moved to Adjourn. Crosland seconded the motion. All voted in the affirmative.

Respectfully submitted:  7/15/22
Kimberly Slater Date