

WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES

Date: April 20, 2010

Board Members
in Attendance: Marcia Harris, Acting Chair
Holly Bauman
Marie Irvine
Karen Leonardi
Tom Taylor
Jan Zogmaister

Board Members
Excused: Gary Dohrer

Others
in Attendance: Lynnda Wangsgard, Library Director
Karen Burton, Associate Director
Scott Jones, Assistant Director/Technology Director
Monyee Yip, Technical Services Manager/Acting Branch Manager
Kim Hale, Comptroller
Theron Stock, IT Librarian
Julia Valle, Business Office Manager
Monette Hurtado, Deputy County Attorney
Evelyn Bertilson, Friends of the Library
Di Lewis, *Standard-Examiner*

Approval of Minutes:

Minutes of the March 6, 2010 meeting were approved as mailed.

Director's Report:

Hale presented the financial report, current as of March 31, 2010. The report was illustrated with a more robust set of graphs designed to enhance the Board's ability to review and compare trends in income and expenditures. Almost 25% of the budget year had elapsed; both income and expenditures were within tolerances, although adjustments may well need to be made as the year progresses.

Wangsgard presented the program and activities report, benchmarking the new output measures gathered for the month of March. Of particular interest were the meeting room measures. During March, 2009, 385 groups used the Library System's public meeting rooms. During

March 2010, 428 groups used the rooms. Of the 428 groups meeting in March 2010, 23 met at the new Pleasant Valley Branch, illustrating an overall gain of 19 groups throughout the rest of the System over the previous year. In addition, 2,329 patrons had been registered for Library cards and 191,545 items were borrowed, both System records.

Prescott Muir and Jay Lems, Architects for the Pleasant Valley Branch, had presented the County Commissioners with four design awards earlier that day. The awards were on-site for Board review.

Access to Library Records:

A GRAMA request had been received, seeking access to surveillance video of the Library System. The request was being reviewed by Hurtado.

Radio Reading Service:

Stock reported on the radio reading service for the blind, scheduled to make its final broadcast the next day. For more than 30 years, Library volunteers had read the *Standard-Examiner* for a daily, 30-minute broadcast to Utah residents. The reading program, sponsored in cooperation with the Utah State Library, was being discontinued due to lack of funding in the State Library budget. Stock was exploring other options to make the local newspaper available to area residents who are blind or otherwise unable to read the regular edition.

Zogmaister signed thank-you letters for the five volunteers who were currently reading the newspaper one day a week in Weber County Library's recording studio.

Community Library Enhancement Funds:

Board members voted to approve a grant from the Utah State Library in the amount of \$42,284. The funding will be targeted toward the purchase computer and other equipment to enhance services for the public.

Pleasant Valley Branch Final Close-Out:

All items on the final punch list for the Pleasant Valley Branch had been completed by Jacobsen Construction, with the exception of one tree which was still on order. The final invoice to complete payment for the new Library had been negotiated. The building project will be completed approximately \$35,500 under budget.

Earth Day Celebration:

All five libraries in the Library System will host special Earth Day celebrations April 22nd, featuring distribution of ladybugs to illustrate green-gardening techniques. CBS Chanel 4 will feature on the Library's Earth Day activities on the 6:00 p.m. broadcast, Wednesday, April 21st.

Supervisors' Training and Budget Retreat:

Board Members were invited to the annual supervisors' retreat, scheduled from 8:30 a.m. – 5:00 p.m., Tuesday, May 25th at the Pleasant Valley Branch. Those in attendance were given a copy of *Justice: What's the Right Thing to Do?* The book, written by Michael J. Sandel, had also been distributed to all supervisors in preparation for the retreat.

Green Product Procurement:

Valle reported on her work in identifying and procuring environmentally friendly, “green” office supplies. File folders, post-it notes, markers, envelopes, and copy paper were among the items that were being purchased under the guidelines provided by Forest Stewardship Council, Sustainable Forestry Initiative, and Green Seal. Valle noted the supplies were more costly than those the Library had been purchasing, but the increased cost would be offset, in part, by measures that would be reported later during the Board meeting.

Wangsgard reported on the “green” cleaning supplies that had been selected for use in the Library System, using guidelines provided by the US Green Building Council, Green Seal, and the Environmental Protection Agency. Several dozen supplies had been tested by the staff before settling on several that were on display for the Board to review. Some supplies had been selected for their multipurpose use; e.g., disinfecting restroom areas in a strong solution, and cleaning book covers in a mild solution.

It was found that the “green” cleaning supplies were more concentrated than those currently in use, but in some cases were slightly more expensive. Inventory records will help determine the resulting additional cost, or savings, over the next twelve months. Many of the supplies were available on State Contract. An environmentally friendly glass cleaner, purchased with non-public funds, was distributed to those present to enable them to see for themselves how effective the green products were as compared to standard cleaners.

Jones reported he was unable to obtain FinAnswer funding for the lighting project at the Main Library. FinAnswer funding is available only for those projects that have an owner pay-back of one year or more. Pay-back on the Main Library lighting projected will be only 2.7 months.

Green Operations and Maintenance Policy:

Yip reviewed efforts for which she had provided leadership over the course of the past five years to move the Library toward operating in a more sustainable manner. Employee training had been at the center of these efforts. Yip had also arranged for the sale of Library waste, rather than paying for disposal. Approximately 85% of all waste is now sold to Green Fiber recyclers, a firm that makes discarded paper products into attic insulation.


Yip presented a draft Green Operations and Maintenance Policy for Board consideration. The Policy detailed the Board's commitment to “reusing and recycling in order to reduce the Library's potential, negative environmental impact, while also creating high performing, healthful, durable, cost-effective, and environmentally sound public facilities.”

After discussion, the Board voted to adopt the policy and thanked Ms. Yip for her continued efforts in moving the Library toward more sustainable operations and maintenance.

Other:

There being no further business, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,



Julia Valle

5/18/10
Date