WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: February 15, 2011

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

Others
in Attendance: Lynnda Wangsgard, Director
                         Karen Burton, Associate Director
                         Scott Jones, Assistant Director/Technology Director
                         Kevin Wilson, Professional Property Manager
                         Julia Valle, Business Office Manager
                         Monette Hurtado, Legal Counsel
                         Evelyn Bertilson, Friends of the Library

Minutes:

Minutes of the January 18, 2011 meeting were approved as mailed.

Director's Report:

The financial report was distributed, but in the interest of time was not discussed. Current through January 31st, the report was not robust enough to determine trends or issues that may need to be addressed.

Wangsgard reported on Interfaith Week programs and activities, including two films, a gospel choir, book discussions, and children's activities, that had been hosted at various County Libraries. The programs were well attended and the Library was planning to build additional activities around the topics discussed, providing on-going opportunities for people of different faiths and spiritual persuasions to join together and explore ideas of mutual interest and concern.

The first annual Weber County Library Spring Open Youth Chess Tournament had been scheduled for May 21st, at the Pleasant Valley Branch Library. The tournament will be open to

all players between the school grades of 1st through 12th, with individual and team competitions scheduled.

Those interested in the annual conference of the American Library Association were asked to contact Wangsgard for additional information.

The Library had been presented with Rocky Mountain Power's Energy Stewardship Award earlier that day, during the meeting of the Weber County Commission. The Award, in the amount of $9,694, was in recognition of the Library's commitment to energy efficiency design at the Pleasant Valley Branch, completed with this the support of this incentive award through Rocky Mountain Power's Energy FinAnswer program.

Bertilson shared a letter of thanks from a local school in relation to the books and materials provided by Friends of the Library, supporting student involvement in Weber Reads.

Community Library Enhancement Fund Grant:

The Board authorized Harris to sign an agreement between the Library and the State of Utah Department of Community and Culture, State Library Division, for funding in the amount of $41,318. The grant must be expended by June 30, 2011 and may be used for:

* Collection development,
* Technology that directly affects the public, or
* Community outreach.

Interlocal Agreement Among Weber County Library, South Ogden City, and Weber School District for Snow Removal:

Hurtado presented a draft interlocal agreement aimed at facilitating year-round access to the Pleasant Valley Branch Library via the pathway between Friendship Park and the Library parking lot. Hurtado explained the details of the agreement and answered questions concerning implementation. Signage for the walkway had been completed and was on-site.

Hurtado will present the agreement to all interested parties for their input and approval, and then forward it to the County Commission for final action. The Board thanked Hurtado and Zogmaister for their work on behalf of this Library improvement project, and voted to have them to proceed on the Board's behalf.

Artist Display Policy, Agreement, and Administrative Procedures:

Wangsgard shared concerns that had been expressed by Library patrons, concerning an exhibit currently installed at the Pleasant Valley Branch. She also distributed the Board's "Artist Display Policy/Agreement," and refined administrative procedures for implementing the policy. Hurtado was in the process of reviewing insurance coverage for exhibits, which at this point are not insured under the Library's policy.

Under a proposed revision of the policy, the Board would authorize insurance for works of art in the care, custody, or control of the Library in an amount of $500 or more. The artist would be required to assume costs for loss or damage in any amount less than $500. The Board authorized the change in insurance coverage and the accompanying administrative procedures which are to be used in marketing gallery spaces at the Elaine R. Stephens Gallery at the Pleasant Valley Branch, and the Lorna Wattis Swanson Gallery at the Ogden Valley Branch.

Reinventing the Ogden Valley Branch Library:

Wilson reviewed property management upgrades that had been accomplished at the Branch during the previous five months, including painting the interior; installing a mile and one-quarter of new cabling; replacing worn composite tile with rubber flooring; adding chair rail; remodeling the circulation desk; and completely cleaning the entire facility, down to the interiors of the ventilation and heating ducts and shafts. Pictures distributed during the meeting documented the work, which was accomplished by working night shifts – 12 – 9 a.m. The Library was closed to public only one weekend during the five-month upgrade, and then only to avoid liability issues.

Once the property management upgrades were completed, Jones worked with Wilson to install state-of-the-art technology throughout the building. Jones demonstrated new LCD panels and digital signage, LCD projectors, and wireless conferencing. In addition, survelliance cameras and people-counters, to protect the facility and its occupants and provide minute-by-minute documentation of user numbers, and other security upgrades were reviewed. RFID self-check stations had also been installed and were operational as was an eMedia Kiosk that was undergoing beta testing.

Wilson complemented Burton and her staff at the Branch on their ability to maintain public services while the work was being completed, and thanked them for their support as the Library was stripped back to the bare walls, painted, and then all furniture and fixtures were reinstalled again. The Branch group was also acknowledged for testing the new technologies with the public. Burton, in turn, applauded the outstanding work of IT and maintenance employees.

Wangsgard explained the work was done in order to "reinvent" the facility, the goal being to better integrate its potential into the Library System's programs and services offered to the public. Since closure of Valley Elementary School, which was located across the street from the Library, public use patterns had changed, resulting in many more people coming in during the late afternoon and evening and fewer during the morning and early afternoon hours. This change in usage offered an opportunity to position the Branch to be rented during the day by governmental and business entities, with a potential to add a new revenue stream for the Library.

Lezlie Sokolik, Library Graphic Designer, had prepared a very preliminary draft of a marketing brochure. The brochure detailed facilities and equipment available, but did not yet have the personalized photographs needed to accompany the text. A photo-shoot was scheduled for the first week in March to provide the needed illustrations.

Members of the Board reviewed the brochure and voiced their approval and support for the concept, pledging to help market the facility through the Ogden/Weber Chamber of Commerce,

Weber Visitors' Bureau, and other avenues with which they are familiar and have an association.

There being no further business, the Board joined the staff in a walk-through of the upgraded facility and viewed demonstrations of the new technology, including the eMedia kiosk.
During the tour it was noted that additional parking is the final element needed to complete plans for the Branch to function effectively as a training and conference center. Parking options at this facility have always been woefully inadequate. Wangsgard will work on this issue with representatives of the Town of Huntsville.

Other:

There being no further business, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Julia F Valle   3/16/11
Julia Valle   Date