

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: January 7, 2020

Board Members

In Attendance: Diana Allison
Sandra Crosland
Jim Harvey
Kathleen Jensen
Cynthia Mattson
Reed Spencer
Spencer Stokes

Others in

Attendance: Lynnda Wangsgard, Library Director
Phoebe Carter, Assistant Library Director
Julia Valle, Business Office Manager
Evelyn Bertilson, Friends of the Library
Marcia Harris, Library Development Board
Philip Rogich, Property/Safety Associate Manager

Allison called the meeting to order at 5:00 p.m.

Public Comments:

There were no public comments.

Approval of December 3, 2019, Meeting Minutes:

Allison asked for additions or corrections to the minutes. Hearing none, she called for a motion to approve the December 3, 2019, minutes as included in the Board packet. Jensen so moved. Crosland seconded the motion. All voted in the affirmative.

Commissioner's Report:

Harvey did not have any new Library updates to report.

Director's Report:

Wangsgard briefly reviewed public use statistics for November, 2019. During the month, area residents borrowed approximately 222,700 items, up from 189,000 the year before. More than 94,300 visits were recorded, compared to 90,445 during November 2018.

Allison observed that a lot could be interpreted from statistics on the “output measures report.” For example, there were 1,751 technology assists at the Main Library, compared to the next highest number of 1,004 at Pleasant Valley Branch. By comparison, 30,000 books were loaned at the Main Library and 43,200 at Southwest Branch. The meeting room use total for Ogden Valley Branch was 2,048 compared to 809 at North Branch.

Allison noted it was interesting to observe how the Libraries met unique community needs. Bertilson reminded the group that Pleasant Valley Branch was next on the list to host a Board meeting and tour. Wangsgard will schedule the February meeting at Pleasant Valley Branch. A brief tour will precede the meeting.

Crosland asked for an explanation of “ILL” as an output measure.

Wangsgard explained that interlibrary loan (ILL) is a service that allows a user in one library jurisdiction to borrow materials free of charge that are owned by a library in another jurisdiction. The service is reserved primarily for those doing research, but anyone may use ILL as long as their purpose meets certain contractual constraints. Books are loaned throughout the U.S. and abroad. Weber County Library is a net lender, so the Utah State Library reimburses the County for the service provided. During November, Weber County Library loaned 153 items and borrowed only seven.

Valle had reformatted the financial report, current as of December 31, 2019, making the data more accessible. Line item transfers had been made to accommodate issues that were not foreseen at the time the budget was compiled. Only one item on the report showed encumbrances and expenditures in excess of 100%. That particular line item, Wangsgard noted, will be within budgetary guidelines once encumbrances are closed out and the unused funding is credited back to the line item.

Crosland asked if the report reflected all income and expenditures for the fiscal year.

Wangsgard said the report was not final. Invoices for 2019 will be paid during January, although very few invoices were outstanding. A final revenue adjustment is typically made during February. Once all the revenue and expenses are accounted for, the County Auditor will provide the Board with a final financial statement which will illustrate the year was concluded under budget, Wangsgard stated.

Library Safety and Security Training:

Wangsgard asked Carter to set the stage for the presentation on safety and security. Carter and Wangsgard attended a presentation during the annual conference of the American Library Association focused on the topic of Library Safety and Well-being. Rivkah Sass, Sacramento Library Director and ECO, shared her first-hand knowledge of the subject by reporting on a targeted shooting that took place in the parking lot at Sacramento Public Library during December, 2018. The victim was a Library manager.

The Sass' presentation came on the heels of an article written by the victim's husband, and published in *American Libraries*, wherein he was critical of the preparation measures in place to protect employees: metal detectors, private security, etc. Sacramento Police noted, however, that even if they had been able to foresee the incident and post snipers on the buildings surrounding the parking lot, they could not have prevented the crime. What perhaps could have prevented the shooting, Sass reported, was increased vigilance, documentation, and reporting. The suspect had been seen loitering in the parking lot on several occasions, but no one had reported the unusual behavior.

Sass had two recommendations for other library administrators:

1. Train staff to understand security is everyone's responsibility. Have processes and procedures to ensure everyone is involved and accountable.
2. Soften the library code of conduct and treat everyone with kindness.

During the 2017 staff development day training, Weber County Library employees were offered a seminar titled, "Safety and Security Begins at the Front Desk," conducted by Glen Daniels, a recognized expert in library safety and security. The Library's radical civility campaign focuses on treating everyone with respect, so Weber County is already focused on the two recommendations for protecting employees and community members. However, more can be done. To that end, Rogich provided training during the November, 2019, staff development day, focusing on getting ready to conduct on-site drills and simulations. He was invited to briefly share his training outline with Board members.

Wangsgard noted that Rogich has a dual job responsibility. He is a lead maintenance manager at the Main Library and he is also responsible for safety and security. She asked Rogich to introduce himself.

During his introduction, Rogich detailed his qualifications:

- Police officer for 18+ years (10 as supervisor and training officer)
- Security for 20+ years
- Training from Homeland Security & the Secret Service
- Developed one of the first officer response classes in Davis Co.
- Put on several active shooter classes for officers
- Part of the 2002 Olympic security detail
- Responded to the 1st school hostage situation in Utah

Rogich explained that he was asked to develop and present training simulations and exercises for Library employees, rather than bring in outside instructors, because he knows the buildings, the clientele, and the staff. He can present the courses in a way that will focus on unique library challenges without creating undue anxiety and in a way that will prepare employees for any emergency.

Rogich screened a PowerPoint presentation that briefly outlined the salient points to be covered in the Library System's response plans for fire, earthquake, severe weather, active shooter, and bomb threats. He reported that he had also prepared emergency "go bags," that contained first aid supplies and emergency first aid procedures. Advanced first aid and CPR classes will be taught during the year.

Allison asked about employees' responsibility for protecting the public. Rogich said his training continually stresses that staff should take care of library users. They should take children with them, and care for them, until social services' employees or parents arrive to take charge. Library employees have the same responsibilities as school employees for protecting and caring for those in the facilities where they work, Rogich emphasized.

In closing, Rogich invited those present to call him if they have questions or concerns. As an aside, he explained that the next time they meet he may present himself as Batman, a persona he takes on when he does charity events for children.

Jensen asked about services for the homeless.

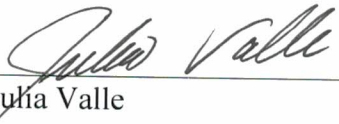
Rogich noted the homeless community members who frequent the Library are not a problem. The Main Library staff have met with residents at Lantern House and inquired as to how the Library can better serve them. In turn, staff members have also shared expectations related to bringing large bags and carts into the building, etc. The staff shows respect for all community members. Community members know they are expected to respect the staff. Everyone is held accountable for respecting the facility. Radical civility are the watchwords.

Wangsgard noted that a 2020 training calendar will be distributed during the February Board meeting. They should expect to see safety and security taking a prominent place on the agenda.

Allison thanked Rogich for his presentation and reminded Board members to meet at Pleasant Valley Branch on February 4.

Other:

There being no further business, Harvey moved the meeting be adjourned at 6:15 p.m. Stokes seconded the motion. All voted in the affirmative.

Respectfully submitted:  2/4/2020
Julia Valle Date