

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: June 1, 2021

Board Members

in Attendance: Cynthia Mattson, Chair
Diana Allison
Sandra Crosland
Jim Harvey
Kathleen Jensen
Reed Spencer
Spencer Stokes

Others

In Attendance: Bryan Baron, Legal Counsel
Evelyn Bertilson, Friends of the Library
Karen Burton, Ogden Valley Branch Manager
Phoebe Carter, Assistant Library Director
Lydia Frank, Youth Services Librarian
Marcia Harris, Library Development Board
Holly Okuhara, Assistant Library Director
Deborah Smith, Pleasant Valley Branch Manager
Kimberly Slater, Business Office Specialist
Lynnda Wangsgard, Library Director
Emily Young, Pleasant Valley Branch Youth Services Librarian

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

Public Presentations:

There were no public presentations.

Approval of May 4, 2021, Meeting Minutes:

Mattson called for comments or corrections to the draft minutes. Hearing none, Allison moved acceptance. Crosland seconded the motion. All voted in the affirmative.

Commissioner's Report:

Harvey reported Commissioners were looking to move forward on an interlocal agreement to transfer property from Farr West City to the County for the purpose of constructing a library.

Baron noted he had not yet drafted the proposed agreement.

Allison asked if there was an update on the recommendations forwarded for Board appointments.

Harvey indicated he had shared the recommendations with the other two Commissioners and action will be taken in time for seating those appointed for the next meeting.

Northwest Branch Library Progress Reports:

The County Surveyor's office staff had completed a topographical survey of the proposed building site. However, site elevations were not made available in time to allow consulting civil engineers to evaluate their impact on positioning the building. Recommendations will be forthcoming during the July Board meeting. A traffic survey was being organized and will also be reported on during July.

Harvey said community support for a new library was not a "slam dunk." He was hearing from some people who were concerned about a portion of the park space being reduced or eliminated. An education process needs to get underway to address misconceptions before they get out of hand.

Allison inquired if he had heard any positive comments to which Harvey replied that there was much positive feedback. When people get details of the plan, they will make an informed decision, he said. Without information, there is bound to be speculation that can lead to some negativity.

Earthquake Remediation Progress Report:

Work on remediation of earthquake damages was complete at the Main Library, with exception of work on the soffit. All work at North Branch, Ogden Valley Branch, Pleasant Valley Branch, and Southwest Branch was completed or drawing to a close. Final punch list walk-throughs were scheduled for the following week. Evaluation and feedback had been ongoing and it was not anticipated that there would be any substantive issues on the list.

Repair and resealing of the Main Library soffit had been put on hold because the specified product was not available. The supplier had experienced COVID-19 related production problems and was unsure when a backlog of orders could be filled. Substitute products were being evaluated. To date, a sealer compatible with the original coating, that could also be warranted for success in this particular application, had not been identified. The general contractor had agreed to wait, with no additional charges for general conditions, while the product search continued. Since the specified product can only be applied within a strict temperature range, it may be late fall before the sealer can be applied even if provided by the supplier.

Memorandum of Understanding (MOU) between Weber County Commission and Library Board Regarding Construction of New Library:

Baron presented a draft Memorandum of Understanding (MOU), addressing questions that arose during the previous meeting relative to proposed financing of a new branch library, the procurement process, management of the project, a lease between the Board and Municipal Building Authority, and other miscellaneous items. He said the division of labor in the MOU made sense to him, but he was open to suggestions for changes. Before opening the draft to discussion, however, Baron cautioned the Board that while the MOU looks like a contract, it is not legally enforceable. The Board and Commission cannot enter into an agreement.

Crosland asked why they could not enter into a legally, enforceable agreement.

Baron explained the County Commission and Board are not two separate entities. The Board represents the Commission and has statutory authority, but is not a separate entity. The Board and the Municipal Building Authority can enter into a legally enforceable agreement, however.

MEMORANDUM OF UNDERSTANDING BETWEEN THE BOARD OF WEBER COUNTY COMMISSIONERS, THE WEBER COUNTY LIBRARY BOARD, AND THE MUNICIPAL BUILDING AUTHORITY OF WEBER COUNTY REGARDING THE BUILDING OF A NORTHWEST LIBRARY.

This memorandum of understanding ("MOU") is entered into by and between the Board of Weber County Commissioners ("County"), the Weber County Library Board ("Library Board"), and the Municipal Building Authority of Weber County ("MBA") as of the date last signed below.

RECITALS

WHEREAS, the city of Farr West has offered to donate real property for the construction of a library.

WHEREAS, the County and the Library Board desire to build a library on the property ("Project").

WHEREAS, the Library Board has authority pursuant to U.C.A. § 9-7-504 to construct and operate libraries with the approval of the county executive.

WHEREAS, this MOU spells out how the parties will work together to complete this Project.

NOW THEREFORE, the parties agree as follows.

FINANCING THE PROJECT

- 1 The Project is estimated to cost upwards of \$30,000,000.
- 2 The County and the Library Board will work together to find the best way to finance the project.
- 3 It is anticipated that the majority of the financing will need to come from the sale of bonds.
- 4 At the request of the Library Board and the County, the MBA will bond for sufficient funds to complete the Project.
- 5 The County will increase the library's levy sufficiently to cover the cost of the bond payments and to cover the increased operational costs of the new library.

PROCUREMENT PROCESS

- 6 Various professionals will be required to complete the Project including a contractor, an architect, a commissioning agent, and a special inspections and testing consultant ("Professionals").
- 7 The Library Board will work with the county purchasing agent to prepare a request for proposals and advertise to hire the Professionals.
- 8 The Library Board will select representatives to be on the evaluation committee who will review and score the proposals and make a recommendation to the County for each Professional to be hired.

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- 9 With the assistance of the County Attorney's Office, the Library Board will negotiate the terms of the agreements with the Professionals.
- 10 The Library Board will vote to approve the contracts for the Professionals and then forward the contracts to the County for approval.
- 11 The County will approve the contracts for the Professionals that have been forwarded to them from the Library Board.

MANAGING THE PROJECT

- 12 The County and the Library Board will each assign a representative to manage the Project ("Representatives" or "Representative").
- 13 The Representatives will work together to co-manage the Project.
- 14 The Representatives' responsibilities will include communicating regularly with the Professionals, visiting the Project site regularly to review the work, and the Representatives are hereby authorized to approve change orders, invoices from the Professionals, and changes to the scope of work. Each change order, invoice, or change to the scope of work that is approved by the Representatives shall be signed by each Representative.

LEASE

- 15 Upon final completion of the Project, the MBA will enter into a long-term lease agreement with the Library Board for the new library. The term of the lease agreement shall be equal to the number of years the bonds will be outstanding.
- 16 The Library Board will make timely payments to the MBA out of the library fund, and the MBA will make timely payments on the bonds.
- 17 Once the bonds have been paid off, the MBA will transfer the property to Library Board or to the County to be managed by the Library Board.

MISCELLANEOUS

- 18 **Term.** The term of this MOU shall be from the last date signed below until the bonds have been paid off and the property transferred to the Library Board or to the County, or until the Project is abandoned by the parties.
- 19 **Separate Entity.** It is the intent of the Participants that this MOU does not create a separate legal entity to provide for its administration.
- 20 **Entire Agreement.** This MOU constitutes the entire agreement between the parties and any understanding or representation of any kind not included herein or in an amendment hereto shall not be binding upon the parties.

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- 21 **Amendment.** This MOU may only be changed, modified, or amended by written agreement signed by the parties.
- 22 **Governing Law.** This MOU shall be governed by the laws of the State of Utah.

IN WITNESS WHEREOF, this MOU has been duly executed by the parties hereto as of the day and year written below.

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY

By: James "Jim" Harvey, Chair
Date: _____
Commissioner Harvey voted
Commissioner Jenkins voted
Commissioner Procter voted

ATTEST:

Ricky Hatch, CPA
Weber County Clerk/Auditor

WEBER COUNTY LIBRARY BOARD

By: Cynthia Mattson, Chair
Date: June 1, 2022

ATTEST:

Lynnda Wanjigard, Library Director

MUNICIPAL BUILDING AUTHORITY
OF WEBER COUNTY

By: James "Jim" Harvey, Chair
Date: _____
Commissioner Harvey voted
Commissioner Jenkins voted
Commissioner Procter voted

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Allison, thanked Baron for making the document readable. She referred to item 14, under the heading "Managing the Project," and suggested that it be reworked to state that signatures of both representatives, not just one, would be required to approve change orders, invoices, and changes to the scope of work.

Allison wondered, after listening to Harvey's comments about people he was hearing from, if Board should meet with Commissioners one-on-one in preparation to incorporate their ideas into a shared vision for the new library. Each Commissioner, she noted, is from a different area of the County, each has different expertise, and each is likely to be hearing from different constituents. It would be helpful to hear from all three Commissioners concerning their vision for the new library.

Harvey agreed and recommended an individual meeting with each Commissioner and then, when the Board's plan is ready for formal review, a second meeting in a work session. He noted the Board can expect to be welcomed and treated with respect.

Baron noted that part of the rationale of MOU was to be able to look back over time to determine what was the shared vision of the Library Board members and County Commissioners.

Allison noted the meetings needed to proceed quickly, so the input could be included in the Board's plan.

Wangsgard agreed, noting that during the July meeting Bertilson will present an overview of the voter advocacy plan Friends of the Library conducted during 2013, but this approach may not be appropriate at this time. Perhaps a full-blown advocacy campaign is not needed, but rather a more targeted educational program. Input from Commissioners before the Board, or Friends, start engaging the public will ensure they do not get ahead of elected officials' intent. It will take time to put an education plan in place, however, so a meeting in the near future would be wise.

Harvey indicated Commissioners are trying to insulate current Library programs and services from future meddling. In planning to do so, there is a strong possibility of a vote to adjust revenues to accommodate increased use that has resulted from new and renovated buildings completed during the past five years. At this same time, funding for a new library may also be considered.

Baron said if a truth in taxation hearing is to take place, it will need to be advertised in September.

In that case, Jensen noted, the public awareness campaign needs to get underway very soon.

Harvey said people need to understand reasons why a library should be constructed at this time, keeping in mind that inflation will continue to have a deleterious effect on future plans. Inflation is projected to increase by nine percent this year and, at the same time, there is tremendous national and international interest in locating to Weber County. Inflation and growth will make it more challenging to provide needed infrastructure such as water, gas, fiber optics, and housing. Complicating the decision-making process is that fact that there is a labor shortage. Full employment is considered to be 3.7% unemployment. Weber County is currently at 2.9%. Labor shortages drive up costs for everything, including construction.

Crosland, asked what other environmental elements might impact a decision on a new Library?

Harvey, said building materials are already being rationed and contractors are busy months into the future.

Crosland asked if there was a projection for a slowing in the future; say one year, five years, or longer.

Harvey responded that Weber County is a great place to live and the cost-of-living is reasonable. These two factors combine to create a housing shortage that will also drive up construction costs. Home values are projected to increase by 18% this year. The local economy shows no signs of slowing down. Housing construction precedes other types of construction, all of which spur growth.

Mattson asked if the Board was ready to vote on the MOU.

Allison moved approval of the MOU as presented with the change she had suggested during the discussion.

Crosland seconded the motion.

All voted in favor, with the exception of Harvey, who abstained.

Director's Report:

The revenue side of the financial ledger will be enhanced by way of an American Rescue Plan Act (ARPA) Grant. The grant was awarded for digital resource enhancement and will be passed through the Utah State Library. One half of the \$62,213 grant will come directly to Weber County and be earmarked in a unique revenue line item to enhance eBooks and eAudiobook collections available to Weber County Overdrive users. The other half of the grant will go to Beehive Library Consortium. The Consortium will buy popular materials available to all participating members of the Consortium. The funding available to Weber County materials selectors will be used to build special collections for teens and children and for core materials.

Employees were in the process of applying for a second ARPA digital equity grant and will know sometime in August if they are successful.

One budget line item, building improvements, appeared to be over expended by \$147,667. However, offsetting revenue in the amount of \$580,000 from the earthquake remediation insurance provider had not yet been posted to the expense account. The income was showing on the revenue sheet, however. Wangsgard reminded the Board there were several smaller building improvements underway that will also be charged to this line item, but the total expense will be less than the line item allocation.

April output measures could not be compared to those of the previous year because all libraries were closed during 2020 due to the COVID-19 pandemic. However, tentative reports for the month of May illustrated public use was showing a strong rebound and summer reading and literacy programs were expected to drive community engagement close to pre-pandemic levels. Of significance on the April report was the number of library cards processed, 1,737, bringing the total for the first four months of the year to 5,235. The number of items borrowed by the public during the first quarter exceeded 760,000.

A statewide Public Library Directory (<https://library.utah.gov/direct>) had been published and offered an opportunity to view details of libraries serving communities throughout Utah.

Building & Grounds Projects:

Requests for bids were ready to be published, seeking service providers to install cameras on the south side of the Main Library in order to deal with ongoing vandalism. Bids were also being sought to upgrade electric vehicle recharging stations at Pleasant Valley Branch and paint the overhead canopy at Southwest Branch. Irrigation systems were being adjusted to conserve water while also protecting landscaping, much of which is not yet well established.

Summer Literacy Program Plans:

Frank reported on the children's summer reading programs she was coordinating for the Library System. "Tales & Tails" learning activities were kicked off June 1 and included reading to earn prizes; learning camps; educational videos and games; and special visits by edutainment groups that will provide a reptile show, magic show, and other in-person experiences. The programs will also be videotaped and made available on the Library Web site and Vimeo channel. Young people were entering to win one of five gaming switches. Kids and their caregivers had been streaming into all five libraries to sign up and participate.

Young was coordinating summer literacy activities for teens and noted she had 50 teens sign up the first day just at Pleasant Valley Branch. Youth services staff had been engaging young people for weeks, visiting schools, distributing flyers, and offering coupons that can be redeemed for prizes when they sign up for one of many summer learning programs.

Smith detailed summer reading incentives for adults that also included credit for reading to children. Community donations were being used as raffle prizes for those who participate. Literacy tutor training was underway to prepare community volunteers to work one-on-one with students, or teach English as a second language classes. These adult literacy programs will be rebooted this fall.



Carter reported on two major outreach reading programs, American Reads and Weber Reads. American Reads was celebrating its 25th year in Weber County with one-on-one intergenerational tutoring for those students who need a little extra help reading at grade level. Foster grandparents were recruited as tutors. The program will engage and accommodate up to 400 young readers.



Weber Reads had kicked off at local parks in conjunction with summer school lunch distributions. Youth services librarians were presenting programs and inviting children and their caregivers to the Library as well as distributing a coloring book and crayons on the Weber Reads theme. Each child was also being given a coupon that, when brought to the Library to sign up for a reading program, could be redeemed for a prize.

Burton reported on the work that was on-going to engage people of all ages in summer learning activities, focusing intently on reconnecting with children while they were still in school in order to bring them into the library during the summer months. Personal letters had been sent to teachers in targeted schools and Head Start, encouraging them to bring their classrooms in for a tour. Approximately 16,000 invitations were also distributed to students, inviting them to visit their local branch. Coupons were included with the distributions to reward those who followed through, came in, and signed up for summer programs. All communications emphasized learning activities were being offered face-to-face, as well as virtually.

In addition to America Reads and Weber Reads, young people and their families will be engaged during the County Fair, reminding them to sign up for a library card as an important part of their back-to-school planning. If a new branch library is on the horizon, children may be invited to help design the facility by creating their own artful vision of what the library should be. Burton praised elected officials for funding the bowery at Ogden Valley Branch where several camps will be held on topics ranging from robotics to theater. She distributed a pamphlet published by United Way that detailed the full range of summer literacy programs and activities available in Weber County libraries.

Wangsgard recognized the extraordinary effort the staff put into the planning and promoting the summer literacy activities. The group has high expectations for a summer filled with reading and learning, she said.

Board members and Friends were invited to attend the summer general staff meeting, 5:30 – 8:00 p.m., June 25, at the Ogden Valley Branch. The meeting will serve as an opportunity for everyone to meet and greet each other face-to-face after a year of being siloed in their various work locations. It will also be held in recognition of the outstanding effort made to keep the Library System open for service during the pandemic. An after-hours cookout will take place in the new bowery and there will also be live music and lawn games. No speeches, just fellowship and fun, was the goal.

Recognition of Retiring Board Members:

Mattson's term on the Board was expiring and, because she had moved out of the County, she was ineligible to serve a second term. It was remembered that she had been asked to serve at a time when her business and financial expertise were most needed.

Wangsgard recalled that, when she took her seat four years earlier, the materials handling system was being reinstalled at the Main Library, signaling the first step in moving back into the facility after a challenging renovation. Moving back in was originally planned to be completed in three months but dragged on for nine as the contractor struggled to bring the building to substantial completion. Throughout the scheduling and fiscal challenges brought by the resulting change in timeline, Mattson helped the Board hold firm to a dual commitment: complete the project in time for a rededication on the 50th anniversary of the original dedication, and hold to the original scope for the project. Both goals were accomplished. It was a job well done.

During this same period of time, Mattson worked to help ensure completion and reopening of the North Branch, making good on the commitment that the five-year capital plan would be completed on time. In fact, the North Branch reopened exactly five years to the day that the public voted to approve general obligation bonds. Mattson's firm commitment and unflappable approach to challenges were key ingredients in staying the course when difficult issues had to be addressed.

It was also remembered that, during her first Board meeting, Farr West Mayor Dickemore presented a plan for bonding to fund construction of a library to serve those living in northwestern Weber County. Throughout her term, key steps were taken to move this project forward, including substantial progress on a business plan that will be presented in July. Her commitment to providing a neighborhood library experience for children and families was evident throughout her time on the Board of Trustees.

Wangsgard thanked Mattson for her unwavering concern for employees. During her entire four-year term, culminating with her final year as chair, she offered praise and insisted on staff recognition for work well done. She was, for example, the driving force behind the year-end “think positive” camp light presented to each employee, recognizing their commitment to keeping the Library open during a pandemic. Also, during her term as chair, a much-anticipated salary survey was completed and funded.

Mattson said she might offer her service to the Morgan County Library where she could work to strengthen relationship between the two library boards and help renew a reciprocal borrowing agreement.

Allison commented on how calm and focused Mattson always was, even after returning from a mass shooting event, noting she brought that calm demeanor and steady hand to her service on the Board.

Mattson was presented with a thank you gift, recognizing her good will in sharing her experience and special skills that underpinned the successful completion of Board projects and priorities during her time of service as well as her commitment to, and support of, employees.

Stokes was recognized for serving two full terms, eight years, on the Board, but also for his commitment to the Library and lifelong learning as a County Commissioner and Friend of the Library.

Wangsgard recalled that before his time serving as a Commissioner, the Library Fund tax rate did not show on tax notices. As a result, the Board would make plans for improved services only to find the tax rate lowered for a year or two, and then inched back up again. This deleterious, yo-yo effect was an easy manipulation for elected officials because it was not visible to taxpayers. During Stokes time as a Commissioner, all tax rates were made transparent. Once the public could see how the rates were being “adjusted,” the funds stabilized and long-range planning could take place.

As a result of Stokes’ leadership in stabilizing and adjusting the tax rate, the Library Board began to plan and get results. For example, the Board paid cash for the Ogden Valley Branch, used a surplus to install Internet access in each library, and started a savings account to work toward building a branch in South Ogden/Washington Terrace. After leaving the Commission, Stokes served as co-chair of the Friends of the Library Advocacy Committee, a group that was the public face of a campaign resulting in a public vote approving the sale of general obligation bonds to fund the most recent five-year capital plan.

Wangsgard said Stokes was one who was called upon for advice and help during times of challenge and adversity. He empowered the staff, helped leverage their talents, and just as importantly, shared the good times and made work fun.

For example, she read a resolution Stokes and other Commissioners adopted, playfully knighting Mr. Bill, as the Library computer mascot was known, as Sir Bill of Wincenot, recognizing the Library staff’s never-ending quest for quality even when faced with challenge and adversity.

Stokes was presented with a thank you gift, signifying the way in which his good will and influence reverberated throughout his more than three decades of service to the Library System.

Other:

Allison noted the next Board meeting was scheduled for July 6 and may result in lack of a quorum if people are planning to be away over the July 4 weekend. After discussion, it was decided to move the meeting ahead one week to June 29.

Allison moved to adjourn. Harvey seconded the motion. The motion passed unanimously.

Respectfully submitted: Julia Valle 29 June 2021
Julia Valle Date