

**WEBER COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES**

Date: June 18, 2013

Board Members
in Attendance: Karen Leonardi
Marie Irvine
Eric Jacobson
Tom Taylor
Scott Spencer
Kathleen Herndon

Board Members
Excused: Jan Zogmaister

Others in
Attendance: Lynnda Wangsgard, Director
Karen Burton, Associate Director
Scott Jones, Assistant Director
Phoebe Carter, Youth Services Manager
Julia Valle, Business Office Manager
Monette Hurtado, Legal Counsel
Evelyn Bertilson, President, Friends of the Library
Marcia Harris, Chair, Development Fund Board

Approval of Minutes:

Minutes of the May 21, 2013 meeting were approved as mailed.

Director's Report:

The May 2013 service metrics report was presented. Comparison with service levels recorded for May of the 2012 showed significant service increases in several categories, including items borrowed, meeting room use, and reference services. Cataloging services were lower than for the previous year, most likely because the employees in this support services area were being called to help in understaffed public services divisions.

Review of the revenue and expenditure report confirmed that all line items were well within expected budget parameters.

Summer Reading Programs:

Carter reported on summer reading activities for children and teens.

The goal of the Ultra-Mutt Readathon summer program was to entice children to read to their pet(s), and model for parents the joy that comes from allowing children to read without fear of

correction or embarrassment. The program had recently been prominently featured in the local newspaper.

More than 6,000 young people had already enrolled in the Children's "Music in Me" Summer Reading Club and were focusing on reading and listening in order to learn more about music.

The Teen Reading Club, titled "Music Mayhem," included programs on using online music software, songwriting, music gaming, and other interesting topics.

American Reads volunteers were reading one-on-one with approximately 350 area children. The goal was to provide reading mentors who spend the summer helping the children improve their reading skills and gain confidence in their ability to learn.

Weber Reads *The Odyssey* was being presented in area parks in conjunction with free lunch services. Approximately 1,200 children will participate in games, crafts, and other activities designed to introduce them to this classic work of literature. Each child was being given an *Odyssey* coloring book and box of crayons funded, in part, courtesy of donors who support summer reading for children.

Contract – Prescott Muir Architects:

Board members reviewed an Agreement for Prescott Muir and Associates to provide building design and construction contract administration oversight services for the new Headquarters Library in Roy. Other Agreements, including expanded parking lot facilities at Ogden Valley Branch and renovation of the Main Library and North Branch will be reviewed at a later date.

The Headquarters Agreement consisted of two parts.

Part I was the Standard form of Agreement Between Owner and Architect (B101 2007), which detailed the responsibilities of the architect and owner during the design and bidding phase of the project. Part I included:

- Exhibit A, Initial Information
- Exhibit B, Standard Form of Architect's Services: LEED certification
- Exhibit C, Geotechnical Services Fee Schedule
- Exhibit D, Architectural Basic and Additional Services Fee Schedule
- Exhibit E, Architect's Hourly Fees and Reimbursable Rates
- Exhibit F, Preliminary Project Schedule

Compensation was set at 5.65% of the total cost of construction, plus reimbursables.

The second part of the agreement was the General Conditions of the Contract for Construction (A201-2007).

This portion of the agreement set forth the responsibilities of the owner, contractor, and architect during construction. These conditions flow down into future subcontracts and other lower tier agreements, bringing order to an otherwise disjointed process.

The plan was to have Kevin Wilson oversee the daily work of the contractor, helping guarantee the best value for the public.

After discussion, the Board approved presenting this agreement to the County Commission, subsequent to approval by Monette Hurtado in the County Attorney's Office.

Management Performance Review:

Board members reviewed the process used to benchmark Library output with the performance of other entities, in order to determine the best way to proceed in managing the funding provided by the sale of general obligation bonds. Various management models have been used throughout the County and along the Wasatch front to construct buildings. Some models work better than others, depending on the strengths of the particular people involved and the project scope.

The services of a performance auditor aided in benchmarking Library human resource, information technology, and maintenance services several years ago and could be used to evaluate various contract management delivery services. If the services of a performance auditor were to be utilized, an RFP should be used to select the best consultant for the job.

Wangsgard will see if there is any interest on the part of other entities in participating in a formal performance review.

Selection of Nominees to Fill Library Board Vacancy:

Board allocated considerable time reviewing and discussing applications received from people interested in filling a seat that will be vacated when Karen Leonardi's term expires June 30th. Board members discussed skills and talents that would be complementary to those of the current members during the course of the next four years.

As is the custom, three names were selected to be sent forward for Commission consideration: Spencer Stokes, Melvin Sowerby, and LuWanna Shurtliff. Wangsgard will forward copies of their applications and resumes to Commissioner Zogmaister.

Other:

There being no further business, the meeting adjourned at 6:55 p.m.



Respectfully Submitted: Julia Valle