

WEBER COUNTY LIBRARY  
BOARD OF TRUSTEES  
MINUTES

Date: June 6, 2023

Board Members

in Attendance: Sandra Crosland  
Jim Harvey  
Wendy Ogata  
Shannon Sebahar  
John Watson

Board Members

Excused: Diana Allison  
Reed Spencer

Others

in Attendance: Bryan Baron, Deputy Weber County Attorney  
Carlos Camacho, Bilingual Specialist  
Clelia Guinn, Youth Services Librarian  
Marcia Harris, Library Development Board  
Susan Meagher, Assistant Building Manager  
Bryant Reeder, Information Technology Manager  
Julia Valle, Business Office Manager  
Lynnda Wangsgard, Director  
Melinda Willden, Community Member

Public Comments:

Crosland called the meeting to order, welcomed Community member Melinda Willden, and invited public comments.

Willden said she was a library user and wanted to sit in on a meeting to see if she might want to apply for a seat on the board.

Approval of Meeting Minutes:

After review of the May 2, 2023, meeting minutes, Watson moved approval. Sebahar seconded the motion. All Board members present voted in the affirmative.

Commissioner's Report:

Harvey presented a county update on projects funded by the America Rescue Plan Act, including sewer, water, and broadband. Project goals focused on planning for growth in areas that are currently undeveloped but which will grow rapidly, including the upper valley. A major upper valley need includes a sanitary sewer system to help mitigate the effects of septic systems that are slowly raising the nitrate level in Pineview Reservoir. Ideally, the new sewer system will

first create a spine between Valley Elementary and Snowcrest Junior High. Plans for a sewer system to serve growth in western Weber County were also being considered. Rapid growth in this area will also fuel the need for a branch library to serve residents in this portion of the county, Harvey concluded.

Harvey reported that the U.S. Geological Survey (USGS) provides water level data to the county that is used to monitor rivers and help mitigate flooding. During 2017, at the confluence of the Weber and Ogden rivers, the bank was breached at a flow of 31,000 cubic foot per second (cfs). Since then, funding has been used to clean sandbars and debris from the channels in order to facilitate increased flow to the Great Salt Lake. This spring, neither river breached at a flow of 48,000 cfs. Harvey commented on the sad loss of life due to drowning in the Weber River during the current flooding. Rivers are dangerous, especially during spring runoff, he said, noting the flow was measured at 6.5 knots (approximately 7.5 mph) and 42 degrees Fahrenheit.

#### Director's Report:

Wangsgard presented the financial report, noting two revenue line items were lagging behind projections: rent and overdue fines. Commercial lease revenues were under collected, she noted, because only one of three café outlets was operational. The café at Southwest Branch is thriving but the Pleasant Valley Branch (PVB) location had to close after a brief opening and the Main Library location is still shuttered.

Sebahar asked if the café vendor had communicated plans to open the other outlets.

Wangsgard said he had not. The vendor had made considerable investment in infrastructure upgrades at each of the other two locations and new equipment had been installed. The café at Pleasant Valley Branch opened briefly, then closed when staffing could not be maintained. Friends of the Library had offered to help kickoff another opening by delivering menus for a sampling event planned for the reopening.

Collection of overdue fines was at 38.5 % of projections; the revenue report accounted for 42% of total service days. Summer reading will add to the collections at an increased rate as families step up borrowing, but perhaps not a high enough increase in the number of overdue items to balance projections at year-end. Wangsgard noted eMedia was accounting for an ever-increasing percentage of total items loaned. Items borrowed in digital formats do not accrue fines. eMedia use during April was 36% of the total number of items borrowed, representing a 9% increase over April, 2022. This change in borrowing habits will result in a long-term, downward trend in collections, Wangsgard noted.

Sundry revenue was over collected because of vehicle sales and employees were working to increase room rental fees as well. Ogden Valley Branch was leading the way in boosting this revenue stream.

The expense side of the financial report was strong. Expenses and encumbrances to date equaled 42.10% of the total budget as of May 31; however, the encumbrances included funding set aside to cover contracts and services that will be billed throughout the year.

One of the line items, equipment, was over-expended.

Wangsgard explained that four server replacements had been budgeted for each of the next three years at a cost estimated to be \$100,000 per year, or \$300,000 total. Reeder had successfully negotiated with Cisco, the manufacturer, to provide eight servers, the new chassis, and the fabric interconnects (all components needed to make the configuration operational but not included in the \$300,000 projection) for \$145,000. In other words, buying servers needed in 2023 and 2024 during fiscal year 2023, would save \$55,000 plus the cost of the components required to make the configuration work. The purchase had been authorized, resulting in an over expenditure of this line item.

Sebahar asked about progress on the HVAC system that is being replaced at the Ogden Valley Branch.

Wangsgard said all the preparation work is the responsibility of the Library and everything had been completed. Structural supports in the penthouse had been cut out and replaced with removable mullions to allow removing the old units and setting the new equipment. Installation of gas regulators was underway to ensure the proper fueling for the new equipment. One of two Trane units and all accessories had been delivered; the final Trane unit ships in August. The Carrier units ship during August and early September. Installation of all units was tentatively scheduled for mid-September, when the HVAC system is typically shutdown for conversion from the cooling to heating cycle.

The monthly output measure report illustrated reference services, meeting room use, patron registration, and visits were higher than the year before while cataloging services, circulation services, and program attendance usage was lower than the previous year. Wangsgard said the good news was that all current year-to-date output measure categories were higher than at the same time in 2022.

Sebahar asked if there was an explanation for the lower usage during April 2023.

Watson wondered if it was the weather, and a focus on community members being preoccupied managing flooding that may have created a diversion from normal activities.

Wangsgard said the weather and flooding may certainly have had an effect.

Board members were reminded of the annual employee picnic scheduled for the coming Friday evening at the Ogden Valley Branch.

Employees and two board members, Ogata and Spencer, will attend the American Library Association conference June 21-26.

### Summer Literacy Program Plans:

Guinn reported on the Children's and Teen summer reading programs, themed "All Together Now." The focus was on community with both local and world views. Local programs included experiences with community helpers (schools, public safety, local government services) and community partners (Nature Center, animal welfare, and Four-H, coding). The world community will be addressed through folk tales and exposure to other cultural phenomenon. The kickoff event, Touch a Truck, will give kids a chance to see the interior workings of garbage trucks, school buses, mail trucks, public safety vehicles, and other community helping vehicles. Touch a Truck was running each day of the current week at a different library location. So far, 480 kids attended at Southwest Branch and 210 at Ogden Valley Branch.

Guinn reported on a teen summer reading program also designed to encourage reading and exploring the library community. In addition to reading, teens could earn chances to win prizes by attending programs and events and by exploring library resources on line. Prizes were donated by the community and included tickets to the comic convention scheduled in Salt Lake City this fall. There was also a teen drawing contest, encouraging those 12-18 years-of-age to draw a single or multi-paneled comic strip, create their own character, or draw a book illustration. A teen writing contest will accept entries for original fiction, poetry, nonfiction, fanfiction, or a memoir. Guinn credited Karlene Eberth with managing the teen summer reading program, noting she was working that evening to facilitate a kickoff program at Pleasant Valley Branch and could not attend board meeting to report.

Meagher reported on adult "All Together Now" summer reading activities, noting that last year 2,100 participants completed 5,400 activities. So far this year, there had been a 60% increase in registrations. The goals of the adult program were "to do and learn" and included supporting literacy activities and promoting library programs and services. Reading to children is a big part of the plan, Meagher noted. Participants complete three activities in the program booklet and earn a chance to win raffle prizes donated by the community. Each building has a grand prize, for example, Ogden Valley Branch has a pair of Snowbasin tickets. A program brochure was accompanied by a recommended reading list, but participants can read anything of interest.

Camacho reported on America Reads now in its 27<sup>th</sup> year. This eight-week tutoring program was originally offered at the Main Library but was expanded last year to include the Southwest Branch. This year, the program is also being supported at the Pleasant Valley and Ogden Valley branches. Next year, the North Branch will run the program as well.

Ninety-seven volunteers are helping improve the reading skills of 815 students registered at this point in time, Camacho said. Since each student comes to the program with others, the goal is to bring 3,000 community members into the library each week, giving those not enrolled an opportunity to enjoy spending time in their community library. Of course, Camacho noted, library employees alone can't accommodate this large number of students; they are assisted by

volunteers recruited by Weber Human Services Foster Grandparents program, RSVP volunteers, and other community volunteers who sign up to help. There were four trainings offered for the volunteers to ensure they were poised and ready to meet the rigors of their commitment to come together at the library to give back to young people, recognizing the gift of reading they received as children.

Ogata asked how 97 tutors can service over 800 students.

Camacho noted each volunteer serves several students. Some volunteers may come for four hours each day, others come for a limited number of hours as their schedule permits.

Wangsgard noted America Reads is an example of what a third-place library does; that is, brings people together to teach as well as to learn.

Camacho also reported on Weber Reads in Parks, an outreach endeavor that introduces the most current Weber Reads theme to young people and encourages them to visit the library and sign up for summer reading programs. Weber Reads in the Parks is held in conjunction with the lunch in the parks program and will take place at Monroe Park, West Ogden Park, and Lorin Farr Park. Getting out into the community, in order to invite people to come in, is important. Library employees and Friends of the Library will be out at many venues during the summer to promote the public library. It's fun to be outside and encourage library use, Camacho concluded.

Wangsgard noted, staff will be out at various events, Juneteenth, Ogden Farmer's Market, Obon Bon Odori Festival, Ogden Pride, and various other community celebrations and events to encourage use of library resources.

#### Consideration of a Board Policy and Administrative Procedure for Implementation of Required Background Checks:

Baron reviewed discussions of a proposed background check policy and thanked board members for their input, noting their contributions led to a better policy. Copies of a revised policy had been included in the meeting packet.

Baron asked if there were any additional suggestions for changes.

Sebahar advised changing "will be performed by library employees" to "may be performed by library employees" in the second line of the second paragraph.

Baron agreed that would be an appropriate change. In fact, he had been in contact with a representative of the Sheriff's Office to see if they were available to run the background checks for the library.

Baron reviewed the final draft, detailing subtle changes and the intent of the policy. During a discussion with representatives of the Utah Bureau of Criminal Identification (BCI), he was made aware of two important facts. First, if the background check is done by a private sector

service, there is considerable red tape involved that can be time consuming and, therefore, expensive. If it is done by BCI, the process involves fingerprinting and other requirements that could also take several weeks to complete. Second, the law was left purposefully vague to allow local government entities to take advantage of best practices already in place. Because the process was not defined, the library can save time and money by completing the check in-house. Similarly, if a background check results in a substantive issue, the applicant can be notified and given three days to respond. This quick turnaround in acquiring additional information will help ensure the procedure is efficient and does not slow down the hiring process.

Baron asked if there were additional questions or a need for further discussion.

There being no additional suggestions for revision, Crosland called for a motion.

Ogata moved acceptance of the policy, including Sebahar's change. Watson seconded the motion. All voted in the affirmative.

#### Review of Proposed Nominations to Fill a Seat on the Library Board of Directors:

Crosland noted her first term on the board was expiring and she would welcome a second term. However, the board's bylaws require that three names be forwarded to County Commissioners for their consideration in making the appointment. Therefore, she called for a motion to adjourn the public meeting and convene an executive session to consider applications on file.

Watson moved to adjourn the public meeting and convene an executive session. Sebahar seconded the motion. Crosland called for a roll call vote:

Harvey voted: Yes

Ogata voted: Yes

Sebahar voted: Yes

Watson voted: Yes

Crosland voted: Yes

Harvey moved to adjourn the executive session and reconvene the public meeting. Ogata seconded the motion. All voted in the affirmative.

Ogata summarized the discussion detailed in the executive session, moving that Wangsgard be asked to prepare a letter requesting Commissioners consider the following individuals to fill a seat on the board: Sandra Crosland, Caitlin Gochnour, and Michael Blodgett. If a fourth name is needed, Madonna Miner's name will be added to the list. Watson seconded the motion. There being no further comment or discussion, Crosland called for a vote. All voted in the affirmative.

#### Other:

Crosland noted the July meeting, scheduled for the first Monday of the month, was July 4. She asked if the board preferred to move the meeting date ahead one week, to June 27, or move it

back a week to July 11. It was agreed July 11 would be the better date. Wangsgard was asked to make a public announcement of the date change.

Watson moved to adjourn at 6:25 p.m. Sebahar seconded the motion. All voted in the affirmative.

Respectfully submitted: Julia Valle 11 July 2023  
Julia Valle Date