

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: March 6, 2018

Board Members

In Attendance: Diana Allison
Kathleen Jensen
Judith Jones
Cynthia Mattson

Board Members

Excused: Jim Harvey
Spencer Stokes

Others in

Attendance: Lynnda Wangsgard, Library Director
Phoebe Carter, Assistant Library Director
Julia Valle, Business Office Manager
Bryan Baron, Deputy County Attorney
Evelyn Bertilson, Friends of the Library
Marcia Harris, Development Board
Eric Jacobson, Dedication Planning Committee

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

Public Comments:

There were no public comments.

Approval of Minutes:

Jones moved approval of the February 6, 2018, meeting minutes. Mattson seconded the motion. Allison asked if there were comments or corrections. There being none, Allison called for a vote. All voted in the affirmative.

Commissioner's Report:

Commissioner Harvey was excused.

Director's Report:

Wangsgard announced that, after a very competitive interview and vetting process, Phoebe Carter had been selected to serve as Assistant Library Director.

Carter's professional passion had been providing access to library materials and services for young people. She designed, oversaw, and coordinated skills development modules for youth services staff at both professional and support levels, stewarded development of topnotch collections, and facilitated creation of effective and engaging literacy programs. Her innovations in services to children and their caregivers have served as the grist for several national awards.

In her letter of application, Carter noted that she has increasingly taken on additional management responsibilities and is now interested in moving into an administrative role. She "loves the complexities of building management and hopes to retain this responsibility while helping to oversee general Library functions and facilitate results at a systemic level."

Carter had been employed in many capacities during her 20-year career with Weber County Library, including Assistant North Branch Manager, Main Library Children's Division Manager, System Youth Services Manager, and Southwest Branch Manager. Wangsgard noted Carter's appointment as Assistant Director will give her the authority needed to complement increased levels of responsibility as she oversees reopening the Main Library.

Selecting an Assistant Director coincided with implementation of an enhanced public service plan model, developed over a period of two years, for reopening the Main Library. The enhanced service plan focused on enhanced safety and security for both staff and public as well as implementation of new services. The plan hinged on the Main Library being managed as a single division.

This change in management style represented a significant challenge since the Main Library had historically been managed as several semi-autonomous divisions taking responsibility for specific areas and services on three floors. The search for an Assistant Director focused on selecting an individual who could be counted on to take charge and help employees coalesce into a single, cohesive unit while also implementing the a new service standard for safety and security. A group of seven of managers, a former administrator, and representatives from the community and County joined Wangsgard in completing the interviews of several well-qualified candidates. They unanimously recommended Carter for the job.

Carter's associates noted that she had a reputation of running toward problems and seeking creative solutions. For example, when maintenance at the new Southwest Branch required better coordination and a more intense level of commitment to cleaning, Carter stepped forward and accepted responsibility for supervising the building cleaning and maintenance crew. The result was so impressive that, following Carter's lead, oversight of cleaning crews was decentralized throughout the Library System with the responsibility given to Branch managers who now follow Carter's management model.

A native of Colorado, Carter earned a Bachelor of Arts degree from St. John's College in Santa Fe, New Mexico and a Masters in Library Science from Simmons College in Boston, Massachusetts.

After graduate school, Carter was employed by the large, urban Brooklyn Public Library System where she worked in a very diverse neighborhood branch providing reference and readers' advisory services to people of all ages. She also conducted in-house programming, performed outreach to area schools, and selected adult and juvenile materials for purchase.

Board members complimented Carter on her career accomplishments and congratulated her on being selected as Assistant Director.

Turning to the service metrics and budget reports included in the Board's meeting packets, Wangsgard noted the number of items loaned to users during January was higher at 164,334 than the number loaned during January of the previous year, 153,793. More library cards were issued and a greater number of reference transactions were also completed. However, all other service measures were lower than those for January 2017. Decreases were attributed to the North Branch being open for service during the previous year but closed during January 2018.

The budget report, current as of the last day of January, reflected expenses as well as encumbrances that are made to frame spending for the fiscal year. Open orders were being processed to encumber significant fiscal resources that will be disbursed as payments become due throughout the year. Wangsgard noted budget trends would not develop until later during the year, after the Main Library and North Branch reopen for service. All expenditure line items were within expected parameters.

Wangsgard called for questions. There were none.

Approval of Commercial Lease Agreement between Weber County Library and Paper Lantern Investments, LLC, DBA as Bean-a-Colada Coffee Café:

A request for proposals (RFP) had been offered to the public, seeking a partner to lease commercial space in the Main Library for the purpose of operating a coffee shop/café. This competitive bid process was reviewed by Baron and managed by the County Purchasing Department to ensure the lease space was made available to all qualified bidders interested in competing for the contract.

After responses to the RFP were received, a review committee evaluated the proposals according to pre-established selection criteria. The committee was recommending the Board enter into an agreement with Paper Lantern Investments. The proposed lease payment was \$1,000 per month.

Mattson asked how the \$1,000 rental fee was established.

Wangsgard explained that each bidder submits their proposed monthly rent in a sealed envelope, separate from the café management plan required by the RFP. Those evaluating the plans do not know the proposed rent until they have rated each vendor on other criteria. Once the ratings are determined, the sealed envelopes are opened and the proposed rental fee is factored into the final score using a predetermined formula. The rental fee counts in the overall rating, but the management plan is of greater importance. Only one bidder presented a management plan that qualified for consideration in leasing space at the Main Library.

Jensen expressed surprise at the amount of rent offered, asking if they could make a profit while paying such a high monthly fee.

Wangsgard noted it must be quite a challenge. The café at Pleasant Valley Branch and the Southwest Branch each rent for \$1,000 per month. Anything the Library can do as a partner to support the cafés, such as recommending catering for events held in Library meeting rooms, bringing friends for lunch or coffee, is helpful and appropriate.

Mattson asked who provides the equipment.

Wangsgard noted the Library, provides the large equipment items initially with support from the Development Fund, and the vendor provides the smaller items. Capital project funding was used to set up the café in the Main Library. The Library does not have a drive-through window, nor does it have a volume of customers who can provide a vendor with an income to pay for the entire infrastructure. However, offering of food and beverage service is an important amenity that complements third place library services. Over time, the rent is more than adequate to pay for the equipment and future replacements. The goal is a healthy partnership with the vendor making a living and the public enjoying enhanced services.

Jensen moved approval of the agreement. Mattson seconded the motion. Allison asked if there were additional questions. Hearing none, she called for a vote. All voted in the affirmative. The agreement will be forwarded to the County Commission for ratification.

The café will be set up and operational in time for the Grand Reopening and Rededication of the Main Library.

Main Library Progress Report Toward Substantial Completion:

Brennan was traveling to a project out-of-state and unable to attend the meeting. He had provided Wangsgard with an emailed progress report and asked that she summarize the content for the Board.

Brennan noted the Main Library was still not substantially complete, but the general contractor had made progress in a cooperative and effective manner. Ogden City had issued a temporary occupancy certificate and most major construction issues had been resolved.

Wangsgard noted Abstract Masonry had completed the brick cleaning as detailed in a cost sharing arrangement among the owner, general contractor, and architect. The result, though not perfect, was considerably better than what had been achieved by the original subcontractor. The window framing issues had been resolved, as had the acoustical planter problems. The replacement concrete benches for the west plaza were on site and ready to be installed.

Items still needing resolution included duct cleaning and installation of a protective surface coating on the delivery ramp and loading dock. The general contractor still needed to formulate a plan to deal with cleaning the HVAC ducts; however, the plan cannot be implemented until all dust-making activities are completed on the first level. Resurfacing the loading dock at this late date means it will not be available to receive deliveries of shelving, furniture, books, and other items needed to set up the library for opening day. All materials will have to come through the front door and then be moved to upper and lower floors in the elevator, or carried if the items are too large to be accommodated by the elevator.

Operation and maintenance manuals were not complete, as-built drawings had not been received, and test and balance reports were not complete and/or submitted.

Wangsgard indicated the project was moving forward, but having it ready for an April 4th Grand Reopening was still going to require considerable effort on the part of the general contractor and Library employees.

Jensen asked if the art piece was completed.

Jones noted that it was and it exceeds expectations. She was very pleased with the result.

Bertilson concurred, noting it can be seen through the large window expanses on all four sides of the building. It is a signature installation of public art – very elegant.

Bertilson questioned whether the Library could reopen on April 4th if it is not substantially complete.

Jensen wondered if the grand reopening should be announced. What if the building is not complete, she asked.

Baron advised that the Board could not open the facility if it is not substantially complete. If public is allowed in, it has to be substantially complete. The Board must have an occupancy permit before it is open to the public. An occupancy permit requires the facility to be safe and ready to occupy.

Wangsgard advised the Board to move forward with the announcement for the April 4th opening, noting the first floor could be closed to the public if it is not completed on time. Substantial completion can be accepted for portions of the building while other areas remain under construction. Working together, the Library staff and general contractor will get the job done, she advised.

Baron recommended the Board authorize Wangsgard and himself, if progress is appropriate, to accept substantial completion in time for opening April 4th.

Mattson moved that the Board authorize Baron and Wangsgard to accept the Main Library as substantially complete when, in their judgment, it is fit for the owner to use the facility for its intended purpose. Jensen seconded the motion. Allison asked if there was further discussion. Hearing none, she called for the vote. All Board members voted “aye.”

North Branch Progress Report:

Allison asked about the North Branch progress.

Wangsgard reported it was a few weeks behind schedule. The schedule was not an issue, however, since it is taking all of the Library staff resources to deal with opening the Main Library. There is not yet a substantial completion date for the North Branch, but it should be accomplished within the next several weeks.

Bertilson asked if the building would open within three months.

Wangsgard said that is the goal; that is, to get it open in time for children’s summer reading activities.

Board members may drop in at the North Branch at any time to review progress. The May Board meeting will include a time for review and tour.

Main Library Tour, Ogden City Mayor and Council:

Allison invited those present to join in welcoming the Ogden Mayor and Council to review the Main Library during a special tour at 4 p.m., March 13, 2018.

Main Library Grand Reopening and Rededication Plans:

Jacobson distributed tentative program plans for the Main Library April 4th Grand Reopening and April 7th Rededication and Open House. Marcia Harris, Evelyn Bertilson, Diana Allison, Margaret Rostkowski, and Kathy Gambles had developed the plans. Jacobson chaired and coordinated the group effort.

Jacobson discussed each item on the group's proposed program plans.

DRAFT PROGRAM PLANS

GRAND REOPENING
April 4, 2018, 12:00 Noon

Welcome & Remarks	Dianna Allison
Introductions & Remarks	Commissioner Harvey
Ribbon Cutting	Marcia Harris, Ogden/Weber Chamber Spikers
Checkout of First Book	Bob Harris

REDEDICATION
April 7, 2018, 1:00 p.m.

Tour with the Architect	Thomas Brennan and Sam Hammack
Tour with Library Board Members and Friends	Diana Allison, Evelyn Bertilson, Marcia Harris, <i>et. al.</i>
Meet the Atrium Artist	Lynnda Wangsgard/Gary Vlastic
Ogden High School Choir	Margret Rostkowski/Kevin Golub

2:00 p.m., Program

Welcome & Introductions	Diana Allison, Library Board Chair
Introduction of Speaker	George Hall, Past President, Ogden Rotary Club
Dedication Speaker	Kirk Huffaker, Utah Preservation Association
Remarks	Gary Vlastic, Creator of the Atrium Sculpture
Dedication Poem	Brad L. Roghaar, Poet Laureate of Ogden

3:30 p.m., Open House

Library Tours VIP Tours	EDA Architects, Library Board Members, & Friends
Bilingual Library Tours	Library Staff
Meet the Atrium Artist	Lynnda Wangsgard/Gary Vlastic
Student Storytellers	Kathy Gambles
Poetry Slam	Evelyn Bertilson/Olivia Hart
Next Ensemble	Eric Jacobson/Gabriel Gordon, Peggy Wheelwright, Michael Palumbo, Lauren Miller, Ryan Bell, Carey Campbell
Spanish Language Services	Library Staff
Library Digital Programs and Classes	Library Staff
Weber Reads	Margaret Rostkowski
Teen Art Exhibit	Evelyn Bertilson/Nurture the Creative Mind
"Home" Natural History Home	Lezlie Sokolik
Time Capsule	Library Staff
STEM Classes for Children - 3D Printing Demo	Library Staff
Voter Registration	Weber League of Women Voters
Movie Screening - <i>Coco</i> 3D computer-animated film by Pixar and Walt Disney Pictures	Library Staff

Jacobson acknowledged that the building originally opened on the day Dr. Martin Luther King, Jr. was assassinated. The planning committee wondered how to respectfully note this important historical event, and the significant role King played in addressing issues of social justice.

Rostkowski had suggested including King's own words in a speaker's remarks during the Grand Reopening program, perhaps by reading a thought from his writing.

Jones concurred, indicating a concept appropriate to the Library mission could be included in remarks by either Allison or Harvey.

Mattson noted words focused on inclusion from other historical persons would be appropriate and serve to focus on a broader vision by also quoting other national or world leaders.

Allison noted the demographics of those people living in the Main Library's primary service area and thought their expectations for recognition of the 50th anniversary of this important national event should be considered.

Jensen said it would be unusual not to bring up the Reverend King's assassination in some way.

Bertilson asked if including voter registration could be tied in to King's efforts.

Harris interjected that the Ogden Weber Chamber Spikers wanted to know if they should speak during the opening ceremony, and asked if they should be asked to make note of the King event.

Mattson wondered if the relationship between the assassination, a national event, and the opening of the library, a local event, although they occurred on the same day, was significant enough in their relationship to warrant mention.

Wangsgard noted the Main Library dedication was before her employment started with the County and she did not attend the original event. However, she had heard stories from Judith Kendall, Bette Dallof, Mary Petterson, Sissie Seager, Bobbie DeHaun, and others about the multi-year struggle to establish the first county library in Utah. The assassination, by all accounts, did not change the dedication program, but it certainly had a long-term affect on the mission of the County Library System.

Employees, Board members, and Friends of the Library vowed the library should try to do something about the disparities Dr. King tried to frame and to which he gave eloquent voice. Literacy services, citizenship classes, multicultural collections, and voter registration were just some of the service commitments that resulted from this sad paring of a tragic national event with a local celebration.

Wangsgard noted the dedication ceremony turned into a reflective evening for those most closely associated with the struggle to establish a County Library that served all the people. Board policies have since been based more on a formalist rather than utilitarian ethical system. She suggested remarks during the grand reopening emphasize April 4th as a celebration of a recommitment to managing the Library as a governmental entity that is recommitting to a responsibility to provide fair and equitable access to services for all people, not just to those who subscribe to a particular set of values.

