

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: May 5, 2020

Board Members

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

Board Members

Excused: Jim Harvey  
Spencer Stokes

Others in

Attendance: Lynnda Wangsgard, Library Director  
Bryan Baron, Deputy Weber County Attorney  
Phoebe Carter, Assistant Library Director  
Julia Valle, Business Office Manager  
Joseph Triplett, Associate Computer Manager  
Evelyn Bertilson, Friends of the Library  
Marcia Harris, Library Development Board  
Jeremy Shinoda

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

Amendment to Library Board of Trustees' Bylaws to Accommodate Electronic Meeting Attendance & Participation:

Baron explained that as a result of Governor Herbert's March 18, 2020, Executive Order, certain provisions in the Open and Public Meetings Act had been suspended. Public boards were now authorized to hold electronic meetings without a physical anchor location; however, the public body must provide a means for the public to remotely hear or observe the meeting; provide a means for the public to ask questions and make comments during the meeting; and adopt a resolution, rule, or ordinance authorizing electronic meetings in the future. Since the Library Board's current bylaws did not allow for electronic meetings, Baron proposed a draft amendment authorizing such meetings. The draft amendment had been included in the Board's meeting preparation packet.

Allison asked if anyone had questions or comments concerning the bylaws amendment.

Crosland inquired about the process for adoption.

Baron explained the amendment should be presented and discussed during the current meeting and then placed on the agenda for a vote on adoption at a subsequent meeting.

There being no additional questions on the substance of the amendment, Allison instructed that it be placed on the June 2, 2020, meeting agenda.

#### Public Comments:

Allison introduced and welcomed Jeremy Shinoda and asked if he wished to make a comment. He did not.

#### Approval of March 3, 2020, Meeting Minutes (the April 7, 2020 Meeting Was Canceled):

There were no corrections to the Minutes of March 3, 2020 meeting minutes. Mattson moved approval; Spencer seconded the motion. All voted in the affirmative.

#### Director's Report:

Wangsgard reported on the consequences closing the Library System on March 17 had on overall usage statistics. Circulation services clocked only 140,458 items used by the public during March, compared to 209,586 the previous year. Electronic services increased substantially, however, over that of the previous month. Usage counts for one relatively new electronic service provider, Hoopla, showed an increase from 1,416 items loaned during March to 3,610 utilized during April. Hoopla is touted for the access it provides to movies, music, comics, and TV shows, but it also features a robust offering of digital audiobooks and eBooks. The highest use of this service by Weber County residents during March was borrowing 1,075 digital audiobooks and the second highest usage category was digital eBooks, logging a circulation of 942.

Library visits were down from 88,459 in 2019 to 22,781, illustrating usage had begun to lag several days, or weeks, before the System was closed to mitigate spread of the coronavirus. Cataloging services was the only output measure that showed an increase. The technical services staff added 2,317 items, compared to 2,198 during March of the previous year. Catalogers were the only part-time employees not furloughed during April so they could continue making ready new materials the public will expect to have available when the Library System reopens. The pent up desire for good reading will be met.

Wangsgard reported that three line items on the financial report required an explanation. The first, "building improvements," was reported to be 17.883 percent overspent. This deficit resulted because a \$500,000 transfer had not yet been made. Unexpended funds from the 2019 budget for improvements at the Ogden Valley Branch will be carried forward to complete the outdoor education center and landscaping, both of which were still underway. The transfer had been requested, but was not yet showing on the financial report.

The "books and materials" line item had been encumbered at a rate of 75.80 percent in order to receive the most significant discount from jobbers. While the funding had been encumbered on purchase orders, it had not yet been expended and was being used at an acceptable rate.



The “equipment” line item had been expended early in the year to procure needed upgrades, including snow removal equipment that was used during January and February at Pleasant Valley Branch and computer center core data switches.

Spencer asked at what point the Board would be able to see in print the impact of coronavirus on the budget.

Wangsgard said the effects of furloughing employees will begin to show on the next Board report but other expense line items will take longer. For example, some items procured to cope with the pandemic will ultimately be charged against Federal funding made available when an emergency declaration was made. County finance officers will provide updates on this process. Items that are being billed to this special account include a recent purchase of hand sanitizer and personal protective equipment and supplies. How revenues will be affected will not be known until property taxes are collected this fall. The Library has a sizeable fund balance that will be used to mitigate inevitable shortfalls in revenue.

#### Interlocal Cooperation Agreement for Cooperative Borrowing (Davis County):

The agreement for cooperative borrowing services between Weber and Davis counties was presented for review. The agreement had not changed during the more than 20 years since it was originally put in place.

Wangsgard explained the purpose of the agreement is to allow residents of the two counties to obtain a free library card without paying an out-of-county fee for service. These reciprocal, free cards can then be used to provide access to two quite different types of public libraries with different kinds of collections and borrowing rules.

Weber County collections lean heavily toward robust non-fiction holdings and maintaining core materials while Davis County specializes more in popular materials. Weber County loans more materials to Davis County residents, but some Weber County taxpayers prefer the “no overdue fine” policy of Davis County as well as their relaxed policy in charging fees for damaged materials. Cooperative borrowing agreements allow access to these complementary collections and borrowing rules, and are in the best interest of good public service, even though the number of items loaned by Weber County Library to Davis County residents is more than double what is reciprocated, Wangsgard said.

Spencer asked if the electronic capabilities of the two systems are approximately the same.

Wangsgard noted Davis County does invest in electronic services and neither County blocks access to any materials by type.

Spencer moved approval of the Agreement. Crosland seconded the motion. All voted in the affirmative.

### Earthquake Damage Report:

A memorandum summarizing damage that occurred during the earthquake March 18, 2020, had been included in Board members' meeting packets. On April 30, 2020, McKay Parrish, ARW Engineers and Structural Consultants; Cecilia Uriburu, Prescott Muir Architects; and Alma Broadbent, Frontier Adjusters, representing Utah County Insurance Pool; had toured all five library buildings with Kevin Wilson and Robert Armstrong, Library maintenance managers. Their task was to review and document the damages detailed in the memorandum. The insurance pool is awaiting an official damage report from the engineering and architectural consultants before advising on how to proceed with repairs. Completing the report may require some special testing to determine what needs to be done to mitigate and repair damages.

Allison asked if there had been a determination on any potential damage to seals on the double pane windows.

Wangsgard said consultants reported there was no way to tell before the cool, stormy weather sets in this fall and provides a real-world test of the seals at each of the five locations to see if they are intact and capable of keeping moisture from condensing between the two pieces of glass. If moisture collects between the panes, mold will result and the glazing will have to be replaced. Possible damage to the seals was noted during the April 30, 2020 documentation tour.

### Library System Shutdown Report:

On March 14th, Wangsgard wrote to all employees, notifying them of a possible shutdown and asking if the Library closed for longer than two weeks would they prefer to take leave or continue coming to work to complete special projects. This communication to employees also prompted them to review their available leave balances before replying in order to encourage each person to think critically about their personal finances should the shutdown continue for more days than they had leave to cover. Employees replied in writing and, almost without exception, asked to be able to continue coming to work.

During discussions with Commissioners on March 16<sup>th</sup>, officials indicated that County facilities may need to be shut down for a period of time, however they envisioned a "soft closure" for the Library System.

On March 17, the notice came from the County to close. All public services were shutdown at 12 noon. Wangsgard did not send people home, but instead immediately began a regimen of social distancing, sanitizing, and deep cleaning facilities, collections, and equipment, as well as inventorying collections as had been advised by the County's internal auditor.

As schools and day care facilities began closing due to the pandemic, the County provided emergency leave for those employees with child care responsibilities, including allowing them to run a negative sick leave balance. While some staff members began staying home with their children and others took vacation leave, an overwhelming majority of the group continued to come to work, opting to save their leave (if they had any) as insurance against unknown future circumstances.



While closed, the professional staff evaluated collections and placed orders for spring publications as well as for replacements for damaged and outdated materials. Maintenance staff completed several special landscaping projects, including dethatching, aerating, fertilizing, and mowing turf as well and overseeing tree trimming and fertilization of all trees and shrubs. Those working in the business office began procuring the many items that would have to be on hand before the Library System could reopen. The business office was soon to be consumed by authorizing and tracking several types of leave benefits approved by Congress in the CARES Act to help ease the stress of the shutdown. All employees were kept safe as they worked smart to make good use of the salaries, wages, and benefits budget authority. Everyone worked hard and no one worked from home.

Beginning April 1, 2020, the Federal CARES Act provided two weeks of emergency paid sick leave for those under a local quarantine or stay at home advisories, as well as for those who needed to be away from work to care for minor children. This Federal leave also provided for 10 weeks of special Family Medical Leave. Between April 1 and April 16, 57 employees requested and were approved to take two weeks of paid COVID-19 stay-at-home leave, and 11 were approved for special FMLA leave to take care of children whose daycare or school had closed. Processing these requests and keeping the necessary payroll records created a hefty new workload for the business office staff.

#### Employee Furlough Report:

On April 14, 2020, all part time, merit and non-merit employees were notified of a temporary furlough due to coronavirus. The furlough was to take place April 17. Those furloughed were invited to gather at the Southwest Branch Library on April 17 and 18 for assistance in filing for unemployment compensation. A total of 82 employees were furloughed: 8 non-merit substitutes, 66 part time merit staff, and 8 full time merit employees who volunteered to be furloughed. Every employee received a written notice of temporary furlough with assurances they would be recalled as quickly as circumstances allowed.

#### Tentative Plans for Reopening Library System:

County officials authorized a “soft Library reopening” on April 23, and Wangsgard began the process as required by state law for recalling employees from furlough. Each employee received a written “notice of possible recall from furlough,” asking if they preferred to be recalled during the first round, or if they would rather wait for subsequent calls, circumstances permitting. When it became evident that all the supplies needed to open safely would be available for a May 11 opening, all merit employees were notified of their recall as of this date. Non-merit employees had not yet been recalled. In the meantime, Library full time employees reopened with curbside services only on May 1.

While curbside service was underway, and before the part time employees were recalled, Wangsgard met with full time staff at each of the five Library locations to discuss reopening plans. She assured employees that all return to work recommendations from the US Centers for Disease Control, as well as those from Utah Governor Herbert’s office, the Utah Department of Health, and the Weber-Morgan County Health Department, would be met or exceeded. Health and safety was at the forefront of the Library reopening plan.

Safety measures that were being taken, included social distancing of staff and members of the public, hand sanitizing, ongoing surface cleaning and sanitizing, required face coverings and temperature checks, cough guards at all public service locations, and a return to work health screening of part-time workers as required by the County Health Department. The primary goal during the reopening process, Wangsgard explained to staff during these meetings, was to “create a safe place for all while working to help minimize the effects of a public health crisis.”

Crosland asked if there was a plan to react if a member of the staff tested positive.

Wangsgard responded saying the Weber-Morgan Health Department did have a plan that required the area be closed and sanitized and all contacts traced. The Health Department would take charge and oversee the process of recovery.

Mattson asked if employees would have an income if they tested positive.

Wangsgard said employees would be able to use sick leave, vacation leave, and COVID-19 leave, if they had not already used it to stay at home. Special FMLA leave may also be available if an employee is needed to care for a family stricken by COVID-19, assuming the employee has not already used their 12 week allotment allotment for the year. Wangsgard’s March 14 letter to staff prompted them to review their leave balances as the Library was beginning preparations for a shutdown. This was done to encourage each person to think about how to best manage their personal leave, as well as any special leave that might be provided by the County, State, or Federal governments.

Wangsgard distributed a draft plan of an administrative procedure she was planning to use in managing the Library reopening. Members of the Board who attended the meeting on-site had been introduced to the workings of this plan as they arrived that evening. As they entered the Southwest Branch, they were greeted by Library employees who checked their temperatures and asked if they were experiencing any COVID-19 symptoms. Those entering were then required to use hand sanitizer and wear a face covering while inside. Wangsgard noted those members of the public who arrive without a face covering will be given a single-use, disposable mask. Board members were invited to tour the Southwest Branch to see the arrangements being made for social distancing, including one-way aisles through book shelves; use of stanchions to create safe distances for entering, returning and checking out materials; and seating that had been removed or tied off to provide plenty of space at computer work stations, study tables, and lounge seating.

Wangsgard reported that a copious amount of sanitizing concentrate was on hand and employees will wipe down checkout counters, equipment, and study tables after each use. Restrooms will also be sanitized after each use or at least every 30 minutes through the day. Special sanitizing pails and white cleaning cloths will emphasize the care that is being taken to protect the staff and public. Cough guards were on order and will arrive in time to be installed on public service desks before the facilities open to the public.

All that was now needed, Wangsgard noted, was the Board’s approval of an Emergency Management Policy, authorizing the staff to proceed as planned.



Library Board Emergency Management Policy:

Board members received a draft copy of an “Emergency Response Policy” in their meeting packets. Baron noted the policy had been developed to allow the staff to proceed as needed in the event of any emergency such as an earthquake or pandemic.

Allison asked if there were questions about the policy, or if any changes needed to be made.

Baron advised that the word “rules” be inserted after “implement plans” and before “administrative procedures.” Mattson moved approval of the Policy, including Baron’s suggestion, Crosland seconded the motion. All voted in the affirmative.

<p>WEBER COUNTY LIBRARY SYSTEM</p> <p><i>Board of Trustees</i></p> <p>Emergency Response Policy</p> <p>In times of crisis, libraries play invaluable roles in supporting their communities both in person and virtually. To facilitate the Weber County Library System in helping to minimize the deleterious effects of a public emergency, the Library Board of Trustees delegates authority to the Library Director to prepare and implement plans, rules, and administrative procedures with the intent of protecting and supporting employees, facilities, collections, equipment, and members of the public.</p> <p style="text-align: right;">Approved 05/05/2020</p>
--

Spencer asked if it would be feasible to have a dual English/Spanish information sheet, notifying the public of the policy and procedure, for distribution at the front entrances as the Library System reopens. This handout would help ensure the Board does their due diligence in terms of public notification. The handout would also be useful in inviting the public to partner with the Board and staff to successfully address the pent up desire for services experienced by all those who have been limited in their options and social contacts, not just those for whom it will be most safe to venture outside the home.

Wangsgard thanked him for the suggestion and said the staff will ensure that it is done.

Allison suggested the Board submit a guest editorial to the local newspaper, explaining the rules and guidelines necessary to include all members of the community in the reopening while coping with health and safety challenges brought by the pandemic. All Board members agreed this would be helpful and Allison and Crosland volunteered to take the lead in making it so.

Other:

Crosland moved the meeting be adjourned. Mattson seconded the motion. All voted in the affirmative.

Respectfully submitted: Julia Valle 6/2/2020  
Julia Valle Date