

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: September 1, 2020

Board Members

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

Others in

Attendance: Lynnda Wangsgard, Library Director
Phoebe Carter, Assistant Library Director
Karen Burton, Branch Manager
Bryan Baron, Deputy Weber County Attorney
Julia Valle, Business Office Manager
Marcia Harris, Library Development Board
Two Adults and One Child Who Wished to Remain Anonymous

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

Public Presentations:

An adult, accompanied by a child, addressed the Board but declined to identify herself. The adult alleged that requiring them to wear a face covering to enter the library was a violation of their constitutional and civil rights. She respectfully noted that a Board policy is not a law and cannot violate the supreme law of the land. The individual indicated that an injunction at Federal District Court, Utah District, may be filed under the Civil Rights Act 1964, sections 201-203 as wearing a face covering is against the individual's religious beliefs and is, therefore, outright religious discrimination. This presenter also noted that the Commissioner should read UCC Title 18 Section 242, and Title 42 section 1983. Furthermore, this individual stated that she was "operating in the private sector and had never contracted with the County of Weber, which operates in commerce, to wear a mask." The Board members can be sued, she warned, for the above mentioned violations of her rights.

A second anonymous person joined the meeting by telephone, reiterating several of the points previously communicated. This individual also cautioned the Board, noting it is illegal to require people to wear a face covering in order to access Weber County's public libraries. It is a violation of the person's religious and medical rights, she contended.

Board members thanked the presenters for their time and for expressing their point-of-view before deciding to take the matter under advisement.

Approval of August 4, 2020 Meeting Minutes:

Mattson called for action on the August 4, 2020, meeting minutes. Allison moved approval of the minutes as mailed. Spencer seconded the motion. There being no discussion or requests for corrections, Mattson called for a vote. The motion passed.

Commissioner's Report:

Thirteen of 15 cities located in Weber County had participated in a joint distribution of Federal CARES Act funding that was being allocated to help soften the negative impact of COVID-19. Four-hundred eighty checks had already been mailed to local businesses. A second round of payments was in process. Ogden City will participate with the other cities during this round, leaving Harrisville as the only entity not working with the County to distribute CARES Act funding. The second round will also address much needed support for not-for-profit organizations. Harvey recognized the excellent work of John Bond, Weber County Treasurer, who is leading the team disbursing the funding.

Harvey invited the Board to visit a beautiful new archery center located in west Ogden on F Avenue. The center was paid for with revenue from hunting license permits and fees, augmented with RAMP tax grants. The only funding provided by the County General Fund was a \$600 payment for a government surplus Caterpillar dozer, valued in excess of \$70,000.

Harvey concluded his report, saying the Commission will have positive news to report about revenues when meeting with the Board for their budget review.

Carter reported on the voter registration drive underway at Library checkout desks with a goal to register 250 people before the October deadline.

Burton noted the youth services teams were trying to visit every school during their back-to-school nights in order to inform parents and caregivers about Weber County Library programs and services. Tables were being set up near front entrances where recommended reading lists, as well as flyers advertising book bundles, homework help, and other educational support services, were distributed. Parents have been very enthusiastic about sending their children back to the Library.



Director's Report:

A general staff meeting had been scheduled for 8 a.m., September 22. It will be the first time employees have gathered outside of their assigned divisions since December, 17, 2019. Employees were being invited to build the agenda, detailing topics about which they would like more information.

Mattson will represent the Board during the meeting and deliver a message to the staff. Board members and Library Friends were invited.

Stokes requested that Mattson tell the staff that their courtesy toward the public is appreciated.

Wangsgard reviewed line item transfers that had been made in the operating budget to accommodate needs in “buildings and grounds maintenance,” “equipment,” and “controlled assets.” She noted building operating costs were still being benchmarked as warranties on facilities and equipment expired and maintenance contracts were put into place. The cost of these contracts was being determined by a competitive bid process and paid from the “building maintenance” line item, which was running low on funds. This line item was also stretched in order to enable the maintenance staff to work ahead on major projects while facilities were closed to the public. Transfers into “equipment” and “controlled assets” line items facilitated upgrades to the core data switches and communications infrastructure to accommodate using Zoom meeting technology in public meeting rooms.

The “debt payment” line item showed a \$2,982,000 increase in funding. This transfer was made from the Library Fund (rainy day fund) in order to prepay the principle and interest on sales tax revenue bonds that were used to finance construction of the Pleasant Valley Branch Library. Good money management was allowing this debt to be retired six years early.

Finally, a transfer of \$2,964,000 had been made from the Library Fund to the Library Capital Projects Fund. Harvey reported the total amount transferred was almost the exact amount the Board had come in under budget upon completion of the Library five year capital projects plan. This funding was being set aside for future growth and improvements to the Library System. This action, coupled with paying off the debt on the Pleasant Valley Branch, will give the Board some future headroom and the ability to bond for another building, Harvey noted. All of these transfers will be discussed during the 2021 budget hearing.

Approval of Agreement with Prescott Muir Architects to Provide Professional Services:

Baron presented Agreements between the Board and Prescott Muir Architects (PMA), noting he had worked through the details as the documents made their way through the procurement process. The draft contract was in two parts: a Master Agreement and Service Agreement #1. The Master Agreement authorized the Board to use PMA for professional services over the course of the next sixty months. Service Agreement #1 authorized the firm to complete work on the earthquake damage project. Each time a new project is undertaken, a new service agreement will need to be negotiated and approved, he explained.

Baron recommended approval.

Wangsgard said once approved by the Board, the two agreements will be put on a County Commission agenda for ratification; probably in two weeks’ time.

Spencer asked for details concerning changes that were made during negotiations.

Baron said the major change had to do with limitations of liability. There was a clause that stated, if an incident was covered by property insurance then the Board would waive rights to seek compensation from the architect. Baron requested that the clause be changed so that if insurance does not provide full compensation, the Board can seek damages from the architect. He had also required that the contract be changed from settling disputes through arbitration to settling them through mediation and then litigation.

Spencer asked if earthquake repairs on all five libraries were included in Service Agreement #1; that is, would the work be bid as a package or would each building be addressed separately.

Wangsgard said repairs to all five building would be bid as one package.

Baron had walked the buildings again the previous week with representatives from the Utah County Insurance Pool. The adjuster expressed a desire to start moving forward with repairs.

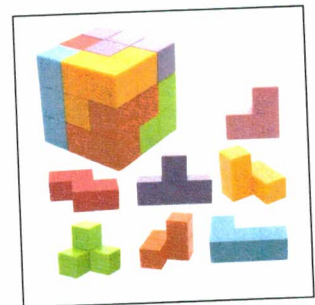
Mattson asked if the Board had any additional questions or wished any further review.

Spencer moved approval of the Master Agreement and Service Agreement #1. Allison seconded the motion. All voted in the affirmative.

Baron noted he would send the final version to Board members if they wanted further review before it was added to the Commission agenda for ratification.

2021 Budget Review and Approval:

Wangsgard introduced the draft 2021 operating budget, comparing it to a soma cube that was distributed with the spreadsheets. Like the cube, she noted, the budget had seven divisions, or pieces, and covered seven management areas. Also like the cube that can be assembled in 240 different combinations, the budget can be assembled in countless ways to accommodate unique projects and priorities. No two budgets are the same.



Board members reviewed and discussed a spreadsheet that detailed a summary and comparison of the approved 2020 budget by line item and cost center, compared to the 2021 request. Wangsgard noted there was a decreased funding request showing in the “salaries & wages” line item at this time because of retirements and turnover that had taken place during the year. A decrease in salaries resulted in decreases in most “benefits” line items, with the exception of “health and dental” insurance which was expected to increase. The “training and travel” line item was also decreased from 2020 to 2021. Wangsgard noted it was not likely that employees would be off-site for training during the first six months of the next fiscal year, citing her expectation of an April - May timeframe for coronavirus vaccinations to begin offering protection for travelers. No funding was being requested for “capital equipment” or “debt service,” since the Pleasant Valley Branch will be paid for in full during 2020. Large increases in capital equipment were expected to be needed during 2022, however, as life-cycle replacements begin to come due in two of five library buildings.

Line items that showed increases included those services provided by the general fund, including “administrative fees” (16.92%), and “risk management” (10%).

Other increases were logged to “office expense” to cover toner required to facilitate the intensified use of public computers as community members are forced to curtail their at-home access; “software maintenance” as license agreements were due to be renewed; and “building maintenance” to accommodate the continuing expiration of warranties. The Headquarters Library will be five years old next February. The Main Library and North Branch will reach three year benchmarks during April and June, respectively. Very few facilities or equipment items will still be eligible for repairs under the original warranties. In preparation for the three new and renovated buildings opening to the public, software licenses were purchased in multiyear bundles where possible; these licenses were coming due and the costs were reflected in the “software maintenance” line item.

The second spreadsheet distributed during the meeting detailed all the “additional requests” that would be considered by the County Comptroller to be new enhancements or increases. There were two large budget items reflected on this sheet that were being balanced against each other. The first was a proposed increase in salaries and wages. The second was a list of building improvements, primarily earthquake remediation. It was unlikely, Wangsgard said, that revenue would be available to fund both of them.

The proposed salary survey could be funded only if insurance is available to cover the cost of mitigating the damage done during the March 18 earthquake. It was not yet known if each of the facilities would be charged with an individual insurance deductible, what the deductible amount might be, or if insurance will even cover all of the repairs needed. If insurance does cover these costs, there may be funding available to fund a salary survey and combine four part time jobs into two full time positions with health and dental benefits. A Library salary survey had not been conducted since 1998 and market rates needed to be established and paid, Wangsgard contended. Currently, 49% (80 of 163) of all positions were part time. Stokes had noted during a previous budget preparation meeting that this percentage is too high to maintain stability in the workforce. Wangsgard suggested the Board work toward a split of 60 percent full time and 40 percent part time over next three years.

In addition to funding a salary study, making two full time positions out of four part time jobs, and mitigating earthquake damages, additional requests included grant expenditures for maker space equipment at the Pleasant Valley Branch; two microfilm readers and a large format printer for the Main Library; cleaning brick, installing roof walk-off mats, replacing automatic doors, and a grant match to upgrade electric vehicle recharging stations at Pleasant Valley Branch. Chair rail was also included to protect walls in several buildings from damage and the expense of continually patching and painting.

No capital equipment was being requested for 2021. The Board did, however, review projected capital needs for fiscal years 2022-2025 before discussing the third and final 2021 budget iteration that illustrated both projected revenue and expenses as formatted for easy comparison with other County departments.

Overall revenue was projected to increase by three percent (3%). Expenses stood at a one percent (1%) decrease before pay-for-performance adjustments were made at year end and without additions for the salary survey and combining four part time jobs to create full time positions.

Wangsgard noted that larger and more flexible library buildings had brought more users and with increased use came higher operational costs. Expenses were growing at a rate greater than the growth in projected income. Balancing the budget as presented would require use of \$1,639,687 from the Library Fund. This use of Fund balance will need to be discussed during the budget hearing, Wangsgard said, noting that transfers to pay for debt service on the Pleasant Valley Branch and infuse the Capital Projects Fund will not leave enough reserve in the Library Fund balance to meet legal requirements if the operating budget is approved as presented.

One still unknown budget item was the overall cost of bringing employee salaries up to market rate. This information will be secured through a salary survey that will be conducted with assistance from the County Human Resources Department. Several sources of relevant salary data were discussed and a combination of these online and actual Wasatch Front market rates will be utilized to identify needed changes in employee compensation.

Spencer said it is important for the staff to know the Board is working on this issue. The staff should know they are valued

Wangsgard noted that Carter had done an excellent job of updating job descriptions so they can be utilized in gaining valid benchmark comparisons with other libraries and business entities.

Wangsgard proposed that all three spreadsheets discussed during the meeting, along with preliminary findings from the salary survey, be presented during the budget hearing scheduled for 4 p.m., Tuesday, September 29, 2020.

Spencer asked from which line item payment for electronic materials was made. He was curious since usage was growing in some areas at a rate of 100%.

Burton noted that during 2020 an additional \$250,000 was added to the books and materials line item specifically for this purpose, and to bring the materials budget more in line with recommendations from the American Library Association. The plan was to request a second allotment in the same amount during 2021. However, she and Randy Mueller were leading teams that were working methodically to evaluate where funding was most needed to improve the collections. They would not have their recommendations completed until late next year at which time funding increases should be recommended for 2022.

Wangsgard noted they wanted to spend the funding wisely, not just spend it.

Allison moved approval of the draft budget as presented and discussed. Stokes seconded the motion.

Mattson asked if there was a need for further discussion. Hearing no requests, she called for a vote. All voted in the affirmative.

Board Training Vignette: Cynthia Mattson:

Mattson said she loves to borrow eBooks from the Library. They are easy to download, convenient to read, and available for people of all ages. Her grandson, age 5, had just finished listening to a 400 page book, *The Girl Who Drank the Moon*. He loved it and it was a constructive way to occupy his time.

Mattson demonstrated how to start from the Library home page, login, find the download tab, select an APP, and utilize one of the various search methods available – themes, subject, etc. – to find a title. Once the title is selected, it takes just a simple click to download. There is no cost and the process works flawlessly she reported.

Stokes asked if libraries in other counties were doing same thing.

Burton said they were, and reminded everyone that, in addition to eBooks, borrowers can download eAudio books, magazines, and graphic novels. They can also stream music and movies.

Wangsgard explained that a library may buy access outright, or participate with a consortium to share access. Weber County does both, leveraging access to larger collections than would be possible if all the materials were rented outright. The consortium benefits from a large user discount negotiated by the State Library. Those titles purchased on the Weber County contract are available first to Weber County cardholders and are then shared through the consortium statewide.

Harris said she has a son who is currently living and working in Africa who downloads eBooks from Weber County Library.

Jensen noted she sometimes has to wait for the title she would like to read and wondered if additional copies of popular titles could be purchased.

Wangsgard noted the hold ratio for eBooks is maintained at the same rate as that for print materials, but either or both could be adjusted, if funding were available to buy extra copies.

Assignment of Training Vignette for October:

Marcia Harris will present the training topic next month.

Other:

There being no further business, Stokes moved adjournment. Spencer seconded the motion. The motion passed unanimously.

Respectfully submitted:  _____ 
Julia Valle Date