

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: March 7, 2017

Board Members

in Attendance: Scott Spencer
Jim Harvey
Brent W. Innes
Judith Jones

Board Members

Excused: Diana Allison
Kathleen Jensen
Spencer Stokes

Others in

Attendance: Lynnda Wangsgard, Library Director
Scott Jones, Assistant Director
Julia Valle, Library Business Office Manager
Brian Baron, Deputy Weber County Attorney
Evelyn Bertilson, Friends of the Library

Spencer called the meeting to order at 5:00 p.m. Diana Allison, Kathleen Jensen, and Spencer Stokes were excused although Stokes was available by conference phone.

Public Comments:

There were no public comments.

Review/Action:

Commissioner Harvey moved approval of the February 7, 2017 Meeting Minutes. Brent Innes seconded the motion. Spencer asked if there were any questions, clarifications, or proposed changes. Hearing none, we called for a vote. All voted in the affirmative.

Director's Report:

Because the Main Library was closed for construction during the reporting month, there were no comparative numbers available for evaluating trends in usage statistics.

Noting the number of programs provided outside the library, Spencer asked whether there was an encouragement for people to use outside facilities, such as amphitheaters.

Wangsgard noted the "outside" number on the metric sheet referred to programs taken to

locations off library grounds, such as a school, rather than a program held in outside library venues. There is an effort made to encourage use of outdoor venues, especially those at Ogden Valley Branch. However, meeting rooms are not being marketed because they are heavily booked, especially during evening hours and since closure of the Main Library.

Spencer indicated it might, nonetheless, be a good marketing goal to advertise outside venues so the public knows what is available. It would be a good way to promote the third space concept, he noted.

The Board was reminded of a supervisory retreat planned for April 18th at Ogden Valley Branch. Supervisors will spend the day discussing strategies for a new service philosophy that will focus on methodologies for handling disruptive behavior. Board members were invited to attend.

Harvey noted a County public relations and marketing team was being put in place. Messages the Board wishes to push out to the public may be included on their agenda.

Commissioner's Report:

Harvey reported on "big picture" issues that might be of interest to the Board, noting the County is not required by statute to provide law enforcement or waste transfer services for cities. Nonetheless the County has contracted with many cities to provide these services.

As markets changed, charges for these non-mandated services the County provides have not kept pace with the actual costs. The result is that city residents have not been paying their fair share for the services rendered. Commissioners are currently working on renegotiating contracts, resulting in pushback from cities when they see significant cost increases proposed. The goal is to be fair and have all area residents pay an equitable share for these services, Harvey said.

Harvey also explained that Commissioners are working with Ogden City to get a freeway exchange on 24th Street. Success will depend on funding being made available by the State Legislature, hopefully within the next five years. When this happens, there will be an exciting entrance into Ogden City.

A new County Human Resource Director had been hired to focus on bringing services to County employees up-to-date, including implementation of a new online management information system.

Spencer asked if Harvey had any updates on work he was doing for the Library Board, especially relative to negotiations with cities, or other issues about which the Board needs to know.

Harvey responded in the affirmative, saying he would report on discussions and meetings with North Ogden City officials during discussion of the capital projects update.

Capital Projects Update:

Wangsgard announced the North Branch construction documents were being posted for prequalified bidders' response. The planned deadline for submissions was March 30, however that deadline may need to be extended by as much as one week to allow the County Purchasing Director additional time to complete the posting.

Assuming the deadline will need to be extended, responses should be received no later than April

7th. Participating contractors will be interviewed the following week, a tentative selection made, and a draft contract completed. Staff recommendations will then be presented to the Board during their May 2nd meeting. If approved, the contract will be presented to County Commissioners May 9th for ratification. Once ratified, the general contractor will be given a notice to proceed. Typically contractors are asked to be on site within ten days. In other words, the Board may plan for construction to be underway as early as Monday, May 20th.

Wangsgard had met with Commissioner Harvey in his office and Commissioner Ebert by phone. Kevin McLeod, County Operations Manager, and Tom Brennen, EDA principal architect, also attended. During the meeting it was determined the North Branch may need to be closed as early as April 1st in order to accommodate preparing the building for renovation.

Spencer asked what had to be accomplished after the building closed to the public but before the contractor arrives on site.

Wangsgard said all the books had to be relocated to a designated area where they will be walled off in a special enclosure for protection during construction. All computers, phones, surveillance systems and other electronic infrastructure must be taken down, wrapped, and prepared for storage. All furniture, supplies, print shop equipment, and other items must also be removed from the facility.

Vendors were scheduled to provide specialized services, such as dismantling and crating the materials handling system components.

Spencer asked where the non-book items will be stored.

Wangsgard said the staff was working on the logistics. With two libraries closed at the same time, space is in short supply.

Non-book items will be stored in the garages at Ogden Valley and Pleasant Valley branches, the old Southwest Branch, and in various locations at Headquarters. Storage facilities may also need to be rented to hold the many gorilla racks of items that are currently housed in the lower level of North Branch. It was estimated that it will take the staff and vendors four to six weeks to empty the two floors of the facility.

Commissioner Harvey reported that he had been talking with North Ogden City officials to bring them up-to-date on North Branch Library closure plans. Harvey said that North Ogden City Mayor Taylor was agreeable to the transfer of property so construction can get underway. Unless there are some real surprises, he did not think the proposed timeline would be negatively impacted by dealings with the City.

Spencer asked Wangsgard to address recommendations for when the North Branch should be closed to the public.

Wangsgard responded by sharing information in a handout that had been discussed during a February 22nd meeting with County officials in preparation for the March 7th Library Board meeting. During this meeting with County officials, it was agreed the Branch may need to be closed as early as April 1st in order to vacate the facility for the contractor.

Spencer voiced a personal concern, wanting to make sure North Ogden City would transfer the

land so the Board is justified in closing the Library April 1st. Spencer wanted assurance the City will not hold up the project, leaving the people without a library and the Board without the land needed to proceed with construction

Harvey said that during his meetings with Mayor Taylor he felt they were "on the same page." In Harvey's opinion, there was no reason the transfer would not go smoothly or that City officials would hold up construction as planned.

After considerable discussion as to how the Board should proceed, Harvey moved approval of closing North Branch as early as April 1st, provided the County is assured title to the property and the people have a minimum of three weeks' notice.

Wangsgard was asked if she saw any issues with the contract documents that could be a problem. She indicated the plans had been approved by the North Ogden building official with recommendations. All recommendations had been incorporated into the request for proposal documents, so there should not be any outstanding issues.

Wangsgard distributed the text of a draft flyer containing details of the closing for the Board's review. The intent of the flyer is to answer questions about the closure for users.

Harvey thought the staff could adjust the Branch closing to be April 7th or 15th, depending on how the bid process proceeds.

After additional discussion, Spencer called for a vote on the motion. All voted in the affirmative.

Review/Reapproval of Children's, Young Adult, and Adult Programming Policies:

Preparatory materials in the Board's meeting packets included three separate programming policies. The first was a policy focuses on Children's Programming that had been in use since September 19, 2000. The staff was not recommending any changes but included it in the packet for the Board's review.

Spencer asked if children's programs were presented in Spanish.

Wangsgard replied that not every program is presented in Spanish but special Discovery Times and Fiesta Story hours are presented bilingually. All youth services program announcements are translated into Spanish.

The second and third policies included in the packets were new. Library programming staff found that with the new third place facilities now available, additional opportunities were available to provide learning activities for adults and teens. Staff thought it wise to develop complimentary policies to guide their work. Therefore, the adult and teen programming policies followed the same format as the children's policy, all of which recognized that programs should serve as a springboard for learning and a showcase for marketing educational materials.

Jones moved reapproval of the Children's Services Policy and approval of the Young Adult Services Policy and the Adult Services Policy. Innes seconded the motion.

Spencer called for discussion. Hearing none he asked for a vote. All voted in the affirmative.

Other:

Wangsgard announced that Scott Jones was changing his association with the Library, stepping aside from his full time position.


S. Jones went on to explain that he was not severing his association with the Library System or the Board's projects, but will be transitioning to a civil service position with the Internal Revenue Service. He said this job is something he has worked toward for years and which takes his career to the next step. His last day as a full time Library employee will be March 16th, from that time forward he will be working with the Library in a non-merit position.

Staff will join in wishing him well during a potluck lunch on March 6th. Board members were invited to attend a dinner in Jones' honor planned for April 14th. Details will follow.

Board members thanked Scott for his 20 years of service, and for staying on in a non-merit capacity. All will look forward to celebrating his advancement in the near future.

Innes offered a motion to adjourn, which was seconded by Jones. All voted in the affirmative.

Respectfully submitted:



Julia Valle



Date