

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: August 1, 2017

Board Members

in Attendance: Scott Spencer
Diana Allison
Kathleen Jensen
Cynthia Mattson
Spencer Stokes

Board Members

Excused: Jim Harvey
Judith Jones

Others in

Attendance: Lynnda Wangsgard, Library Director
Julia Valle, Library Business Office Manager
Bryan Baron, Deputy Weber County Attorney
Marcia Harris, Development Board
Evelyn Bertilson, Friends of the Library

Public Comments:

There were no public comments.

Welcome Cynthia Mattson:

Spencer welcomed Cynthia Mattson, introduced Board members and others in attendance, and invited her to speak to her appointment.

Mattson said that she grew up in a small town and was fortunate to have had access to a nice library; it was a great part of growing up. When she took daughters back to her hometown to see her parents, they always visited the library and the librarian still remembered Mattson by name. During her years attending Brigham Young University, in addition to studying, she enjoyed playing tag with others in the library, always careful not to run, speak, or break any of the rules. Even academic libraries can be fun.

Mattson taught her children fiscal responsibility by allocating each of them money to spend on books – they always wanted to buy books – and then taking them to the library to borrow additional titles to keep up with their appetite for reading. She acknowledged that libraries have grown, changed, and evolved into community learning centers over the years and can now offer users access to the world of educational resources. She said she is pleased to be a small contributor to the process.

Election of Chair:

Spencer called for nominations for a person to serve as Chair of the Board.

Jensen nominated Allison.

Spencer called for additional nominations and, hearing none, called for discussion.

Bertilson expounded upon Allison's education, community involvement, and other leadership accomplishments, saying she was highly qualified to serve as Chair.

Spencer asked Allison if she were willing to serve.

Allison said she was willing to accept the responsibility of serving as Chair.

At the prompting of Baron, Spencer asked if someone wished to refine the motion to nominate Allison for the position of Chair with the term of service to begin with the September Board meeting and with Spencer continuing to conduct the remainder of the August 1st meeting. Stokes restated Jensen's original motion, including an addition that Allison's term begin August 1st. Jensen seconded the motion. The vote of approval was unanimous.

Wangsgard thanked Allison for taking up the challenge.

Approval of June 6, 2017 Meeting Minutes (the July 4th Board Meeting Had Been Canceled):

Spencer asked if anyone needed more time to review the minutes and, if not, were there any changes to the draft mailed with the agenda. Hearing none, Jensen moved approval of the June 6, 2017 meeting minutes. Allison seconded the motion. The vote of approval was unanimous.

Director's Report:

Wangsgard noted that Commissioner Harvey and Judith Jones had asked to be excused. Harvey was representing the County out of the state. Jones was also out of the area.

The activity report illustrated there had been many lost opportunities to serve the public during the previous month due to the closing of the Main Library and North Branch for renovations. Usage statistics illustrated that books borrowed, visits, and reference transactions were all lower than during previous years when all libraries in the System were open and operational. Wangsgard noted the schedule for reopening Main was on track for a rededication April 4th, and North Branch would follow within four to six weeks.

Books and other collections for the libraries under renovation were being refreshed and enhanced with additions in various formats. Those items that are simple to catalog and process – children's fiction, picture books, easy readers, and graphic novels – were being cataloged and readied for shelving by Baker & Taylor, the Library's book jobber. Baker & Taylor will ship the collections directly to the renovated libraries, probably during the first month of 2018. Processing was being handled by the jobber because of the large volume of materials involved. It was less expensive to have the jobber complete the work rather than hire new employees, none of whom would have time to develop the skills needed to do the job. It was also decided to have the materials delivered "shelf-ready" because there was no place to store the items at

Headquarters. In addition to cataloging and processing all the difficult item types, employees in the Technical Services Division are working through a complete reevaluation of the library's archives and special collections materials, upgrading the cataloging and housing them appropriately in new archival storage containers.

The financial report illustrated the County Auditor was projecting use of only 83% of the salaries and wages budget. Wangsgard noted the actual usage will be higher because positions will soon have to be filled in preparation for opening of the Main Library. Nonetheless, the budget year will be completed with a surplus, Wangsgard predicted. This surplus will be transferred to the Library fund balance and used for operational costs projected to increase significantly, as expanded services are offered at the Main Library and North Branch. Personnel costs will account for the bulk of the added operational increases. Approximately 20 full-time equivalents will need to be hired by year end to accommodate opening Main. Additional positions will have to be filled during 2018 to open the North Branch.

Mattson asked for a definition of the line item, "controlled assets." Wangsgard explained that controlled assets are those items that are tracked as inventory but which cost less than \$5,000. Equipment is considered a capital item that costs or exceeds the \$5,000 threshold.

Mattson asked for an explanation of the difference between special services and special supplies. Special services, Wangsgard noted, are provided by individuals who are under contract because of their special expertise, architects for example. Special supplies are those items that are not considered standard office supplies. Book pockets, RFID tags, and children's reading incentive materials are examples of special supplies.

The Board was reminded of the County Fair and invited to participate in one of the Library booths. There was a special area planned for the public to meet the staff, Board, and Friends, ask questions, and make comments.

The annual book sale, that is traditionally held the third Saturday of August, was held early this year, along with the North Branch surplus property sale. There was no space available at Headquarters to hold the book sale materials that were in the lower level of the North Branch. A surplus property sale will be held next year when the materials not repurposed for use at Main or North Branch can be made available to the public. All surplus property, along with furniture and equipment that will be reused when Main and North open, are at the old Southwest Branch site, along with all the Library System's archives. Special Collections materials are being held at Headquarters.

Spencer asked when the old SWB will be turned over to Roy. Wangsgard noted it should be available to the City sometime during the summer months. Whatever Roy City would like to have for their purposes will be reinstalled for them before the building is vacated.

Spencer noted the Board is very fortunate to enjoy the support of the City and asked Wangsgard to keep the Mayor up-to-date on the plans to empty the facility of County property.

2018 Budget Preparation:

Wangsgard noted the 2018 budget was being prepared and asked the Board if there were any items or priorities they wished to have included. The plan for the 2018 budget was to forecast, as best as possible, what it will cost to operate the fully functional Library System, including a

greatly expanded Southwest Branch/Headquarters, a Main Library with services extended to a third floor, and the North Branch with double the public service space. The Board instructed the staff to proceed as planned.

Pleasant Valley Branch Landscaping Update:

When Adams Avenue Parkway was widened to four lanes during 2015, the construction had a deleterious effect on Pleasant Valley Branch. By the time the general contractor worked from the north end of the roadway to the completion of the project in front of the Branch, the street elevation was about one foot higher than the library property. The effect of this result, which was not part of the original plan, would have resulted in all the water, salt, and sand draining from one-half of the roadway onto the Library sidewalk and lawn.

Washington Terrace City had agreed that the widening of the street would not harm the LEED demonstration trees that donors had placed along the front of the Library, but with the bust in the elevations, they had to be removed. Once the trees were cut down, the City tried to withhold permission to replant trees. Through a series of negotiations, it was agreed another type of tree would be planted. The original trees were a special variety of American elm, selected for their resistance to Dutch elm disease and because this tree once lined most parkways in America. The replacement tree approved by the City was a Chinese lacebark elm. As a result, the donor plaques do not match the tree varieties and are being replaced.



The landscaping conundrum was further complicated when the tornado caused damage in South Ogden and Washington Terrace last fall. In addition to damage to the roof and rooftop equipment, as well as the building soffit and fascia, several purple lobe locust trees along the east perimeter of the Branch were completely broken off. These trees have not thrived in this location and many have been replaced over time because they cannot withstand winds that blow out of Weber Canyon.

The tree issues on both the east and west sides of the property are being addressed by eliminating the purple robe locusts, and planting American elms along the east side. The Chinese elms will remain along the street. Several other damaged trees will also be replaced at the same time, and the sprinkling system will be reworked. The existing irrigation system throws water in a large arc that is inefficient because the wind blows the water so that it does not cover the grounds evenly. The result is too much water in some places and not enough elsewhere. Additional lines will be installed and the spray kept low to the ground to facilitate adequate coverage.

Several trees to the north of the Library property were also damaged by the tornado last fall. These trees do not belong to the Library. Commissioner Harvey had received complaints about these trees, asking that damage be addressed. If Board members hear from these residents, they should forward the concern to Wangsgard. She will explain the trees do not belong to the County and the Library does not have the authority to remove them.

The goal is to have the trees replaced this fall, but the project may extend into the spring of 2018. The maintenance team simply does not have the bandwidth to accomplish all that needs to be done. None of this landscaping expense is covered in the operating budget because it occurred after the 2017 budget was submitted.

Ogden Valley Branch Septic System Repairs:

After 20 years of service, the septic system at Ogden Valley Branch has reached a point of saturation. The lifecycle has expired requiring regular pumping of the tank to avoid backup through floor drains, which occurs if a large group uses the facility and puts a demand on the restrooms. When originally installed, the only property available for the tank and field drains was on the east side of the building. Now that the Library has acquired property to the west, field drains can be extended in this direction. This more advantageous design will require that Prescott Muir Architects, the architect of record, review and comment on the overall feasibility of the plan, however.

The main sewer line was installed down the middle of the entryway, running east to west. A need for a change in the slope of this line is envisioned and will require opening the line through the art gallery. This, in turn, will require installing new carpet in this area. The costs of the two options, replacement on the east side of the building or starting over on the west side, might be relatively close because replacing the system in the original location would involve removing all the saturated soils. Moving to the west would have the advantage of using the funding to recarpet the Branch instead of hauling away saturated soils.

The 2018 budget will include the cost for this capital improvement. The budget will also include a request that funding for this upgrade come from a reimbursement to the operating budget in the amount of approximately \$225,000 for expenses that were approved as a part of the capital plan voted on by the public. These costs were charged to the operating budget because of expenses incurred before the general obligation bonds were sold during December 2013.

The County Finance Committee is validating whether it is possible to reimburse the operating budget. Once their recommendation is made, Baron will be asked to review the plan to ensure it is viable.

Spencer asked if the original intent to use the bonds was to cover all of the expenses charged to the operating budget.

Wangsgard noted that it was part of the plan put before the public to pay these expenses, and it was always intended that the operating budget would be reimbursed. However, the County Comptroller took a job out of the area and, by the time a replacement was hired, the vision had been lost. County Officials have been supportive in coming up with a plan to correct this oversight and transfer funding to the operating budget to repair the septic system.

Capital Projects Update:

The materials handling system had been installed during the week of July 25th, and Library employees were ready to move books from the storage area to the ground and upper floors of the Main Library. The contractor is running a little behind schedule and is not ready for this work to be accomplished. It is estimated that it will take about three weeks to run all the items through the sorter and shelve them.

Spencer asked if floor covering was installed before the sorter was set in place. Wangsgard noted installation was completed in this area. None of the other floor coverings had arrived. The book stacks has been manufactured and the supplier was waiting for the general contractor to complete their work in the areas where the shelving is to be installed.

Other:

Jensen asked for clarifications as to where and when to meet at the Fair in order to participate at a Library booth. Wangsgard invited them to show up at any time after 11 a.m., when the Fair opens. The Fair closes at 11 p.m. The Library Square is on the north side of the fairgrounds, between the two large exhibit buildings.

Stokes offered his compliments to Scott Spencer for his leadership in guiding the Board through some challenging times, all accomplished with civility and class. Stokes extended his thanks and appreciation for Spencer's service.

Spencer replied that he had always felt Stokes' presence and strength, and appreciated his willingness to serve a second term. Stokes' continued support and involvement is very much appreciated.

Stokes offered a motion to adjourn the public meeting. Jensen seconded the motion. All voted in the affirmative.

A gathering was planned for later that evening in honor of Scott Spencer's service to the community.

Respectfully submitted: Julia Valle 10/3/17
Julia Valle Date