

# WEBER COUNTY LIBRARY

## BOARD OF TRUSTEES

### MINUTES

Date: November 1, 2016

#### Board Members

In Attendance: Scott Spencer  
Diana Allison  
James Ebert  
Kathleen Jensen  
Judith Jones  
Spencer Stokes

#### Board Members

Excused: Brent W. Innes

#### Others in

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

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

#### Approval of October 4, 2016 Meeting Minutes:

Bertilson presented two suggested corrections to the October 4, 2016 meeting minutes:

- The date of the meeting minutes was incorrectly stated, and
- The word “by” needed to be corrected to read “buy.”

Allison moved approval of the October 4, 2016 meeting minutes, including Bertilson’s two recommended corrections. Jones seconded the motion. There being no further comments or corrections, Spencer called for a vote. All voted in the affirmative.

Referring to the just approved minutes of the October 4<sup>th</sup> meeting, Spencer asked if covered parking had been found for the shuttle vans. Wangsgard noted it had not. Jones reminded Wangsgard to follow up with the Wonder Bread Bakery warehouse on Grant Avenue. Stokes will help Wangsgard identify the current owner of this property.

Spencer had been contacted by a representative of Roy City, asking for a key so they could gain entrance to the old Southwest Branch Library building. He wondered if Wangsgard had also received a request.

Wangsgard said she had not, but she will follow through and make sure they have access to a key. The Library has taken full responsibility for winterizing the facility and keeping the heating equipment in operation. Maintenance staff will stop in regularly to ensure the heating equipment is operational and the roof does not leak. Intrusion and fire alarms are operational and monitored by an outside service provider.

#### Director's Report:

The financial report illustrated the "telephone" line item was 84% over budget. The reported overage in the line item was the result of two purchase orders, one for \$31,756 and the other for \$9,336, being incorrectly posted to the telephone account number. A request had been made to have the County Comptroller correct these postings. As reported during previous months, total expenditures are under budget and will continue to be so throughout yearend closing.

#### Ogden/Weber Chamber of Commerce Business after Hours:

The Board was invited and encouraged to attend the Ogden/Weber Chamber of Commerce Business after Hours gathering at the Headquarters Library from 5:30 – 7:00 p.m., November 9<sup>th</sup>. The Library will provide drinks, hors d'oeuvres, and door prizes. Ebert will welcome the group and invite them to tour the facility. Board members can help make the evening a success by welcoming the crowd, mingling, and leading tours.

#### Staff Development Day Training:

Tentative agendas were distributed for the annual staff development day (SDD) training, scheduled from 9:00 a.m. – 6:00 p.m., November 11<sup>th</sup>, at the Headquarters Library. Board members and Friends were invited to attend and participate. The goal of the training was to develop a strategic plan for a new Main Library service model.

Wangsgard noted disruptive issues that arise at Main are sometimes erroneously attributed to homelessness. Those living in poverty are actually voracious consumers of legitimate library services; they are respectful and very deserving of an extra measure of staff support. Consternation develops when a few who suffer from mental illness or substance abuse, and as a result are homeless, become abusive or disruptive, soil themselves and library spaces, or vandalize property. Their behaviors and hygiene are sometimes inappropriate for a public service facility.

There are also complaints voiced about people from all walks of life who bring their pets into the library. Service animals, or animals invited to participate in programs, are not the issue. Problems arise when pets are not house-broken or are perceived as dangerous, intimidating children and adults.

Coping with a need to deliver services to people who are unable to behave in a civil environment is a challenge library employees face in communities throughout the nation. No one has an effective solution to the issue and every community has a different need and level of response. Library employees will work during the SDD training to develop an ethical animal and pet policy to recommend to the Board during their December meeting.

Reviewing the tentative SDD agenda, Wangsgard noted training activities were designed to provide an overview of the history of poverty in the U.S., and to ensure the staff have facts about the challenges these people face.

## WEBER COUNTY LIBRARY SYSTEM

### *Agenda*

#### **Staff Development Day November 11, 2016**

- |             |   |
|-------------|---|
| 8:30– 9:00  | (OPTIONAL – ON YOUR OWN TIME)<br>Building Open, Drinks & Snacks Available, View Exhibits, and Visit with Colleagues |
| 9:00– 9:15  | Overview: Strategic Planning for a New Main Library Service Model   |
| 9:15–11:15  | <i>People Like Us: Social Class in America</i>  |
| 11:15–11:30 | Break   |
| 11:30–12:15 | Group Work: Identifying Main Library Service Issues<br><i>The Bomb</i>  |
| 12:15– 1:00 | Lunch   |
| 1:00– 2:00  | <i>Poor Kids</i> (60 minutes)   |
| 2:00– 2:30  | <a href="http://playspent.org/">http://playspent.org/</a>   |
| 2:30– 2:45  | Break   |
| 2:45– 3:30  | Making Ethical Decisions – Food for Thought   |
| 3:30– 3:45  | Making Ethical Decisions – Thought for Food   |
| 3:45– 4:45  | Group Work: A Vision for an Ethical Service Model   |
| 4:45– 5:15  | Reports – One Minute Each   |
| 5:15– 5:30  | Great Pumpkin Awards  |
| 5:30– 5:40  | Wrap Up and Review – Main, North Branch, Shuttle Service, Etc.  |
| 5:40– 6:00  | Staff Association Raffle  |

**PLEASE TURN OFF ALL PERSONAL ELECTRONIC DEVICES.**

Everyone is entitled to their opinion about why people live in poverty, Wangsgard said, but government employees are required to know the facts and understand the difficulties inherent in our class structure. Library employees deserve a time together to think through these issues and come up with ways to help serve as a bridge out of poverty for area residents.

During the afternoon training sessions, employees will review the Library System's mission and practice the process for making ethical decisions. Employees will be reminded that using the formalist methodology for making an ethical decision is quite easy, but implementation can be challenging. As a result, employees are required to "bump up" issues and managers have to be pragmatic and temper rules with good judgment.

Jensen asked about the rules in place to deal with troublesome behaviors.

Wangsgard stated that Board policies and administrative procedures recognize that everyone is welcome to use the public library, but anyone can be excluded for a day, a month or longer as a result of inappropriate behavior. These behaviors are detailed in writing, as is the progressive disciplinary process the staff should use in coping with those who create problems.

For those who are obviously severely ill, the staff's options are limited, Wangsgard noted. Employee training has been provided by area agencies, inevitably giving out phone numbers for the staff to call in case special help is needed. Library employees call these numbers only to be told that the troubled person should present themselves at an office or call to make a future appointment to receive help. In reality, the option for Library staff is to either deal with the problem themselves or call the police.

The goal of a new service policy will be to do better than just call the police when matters spiral out of control, which may require hiring a social worker to be on staff. Someone who is trained to work with people in crisis, and who is a team member with local service providers, may be able to help break the disruptive patrons' routine of showing up at the Library, causing a disturbance, being asked to stay away for a period of time, and then coming back to repeat the process again and again.

Stokes noted these problems will be exacerbated because support services staff will no longer be at the Main Library. Without the presence of administrative staff to help intervene, the issues will be even harder to address.

Wangsgard, agreed, noting those working to improve their skills and get out of poverty are among the Main Library's primary customers. Those who are severely mentally ill, dependent on drugs and alcohol, or who have other problems that make it impossible for them to function in a civil manner, will need help in finding an option other than causing disruptions in the Library.

#### Commissioner's Report:

Ebert had no special items to present.

#### Review of North Branch Construction Documents – Tom Brennan, EDA Architects:

Brennan presented visuals of the revised plan for the North Branch Library (NOB), beginning with north-south interior views, emphasizing the design features that connect the upper and lower levels with light.

The skylight; translucent stair; and large see through, two-story exhibit case that can be viewed from both inside and outside the building; will engage people before they even enter the Branch. Once inside, they will immediately know the building has two public service floors.

Ebert asked if the building support columns had been accommodated, or minimized.

Brennan responded that they were incorporated in walls that split the overall space into three primary service areas:

- Meeting rooms and restrooms (east side)
- Collections and public services (central area)
- Special areas for children & teens, staff work area, and receiving/delivery space (west side)

Stokes noted the community meeting space had to be larger than the one currently in use and have good acoustics and finishes.

Brennan noted it was considerably larger, would be finished similar to the community room at Pleasant Valley (PVB) and Southwest Branch (SWB) libraries, and would accommodate a baby grand piano. The meeting room will be flexible, able to be divided into smaller service areas, and it will have a cinema-quality sound and projection system. The multi-purpose meeting area will be directly connected to the exterior plaza.

Stokes asked about the area between the south entrance and the new parking.

Brennan discussed a small outdoor programming space, and an upgrade of what was originally planned to be an emergency exit door, but which was now proposed to be a two story vestibule. The vestibule was designed to give the south side of the building a “civic presence,” while also protecting the interior space from heat loss/gain, without taking away from the floor space available for youth services. The goal was to preserve as much useable space in the children’s area as possible.

It was being anticipated that, with the addition of a significant amount of parking on the south side of the building, and eventually at the North Ogden Senior Center, a greater number of users would enter from the south entrance, directly into the children’s area.

An added advantage of the two story vestibule, as it was being proposed, was that it added an additional 400 square feet of usable space on the main floor, space that could be used for small study rooms or for other purposes. Quiet study space was one of the requests that came from area residents that could not be accommodated without added square footage. The vestibule would provide for this service.

Proceeding in his presentation to views of the main floor, Brennan detailed plans for the self-checkout area, materials handling system, security gates, public computer commons, book stacks, and a café. Also on the main floor was a Board Room, complete with all the serving accommodations (sink, refrigerator, counter space, etc.) and technology inherent in the Board Rooms at PVB and SWB. An elevator will connect the main floor to the lower level.

Ebert noted the Library currently lacks natural light. Opening the north side and enhancing it with connectivity to a skylight, and also adding a vestibule and glass on the south side, will change the overall character of the Library, making it feel more open and welcoming. Ebert anticipated the public being very excited about the extra space and the uplifting feeling the design will provide.

Visuals of site parking illustrated the total number of parking places increased from 22 to 32 directly in front of the Branch. This number did not include the approximately 25 additional spaces on the east side of the lot, made available to the Library Board through a formal agreement signed during 2014. Thirty-four (34) stalls will be built in the area now occupied by the skate park.

Wangsgard asked Brennan to talk about the cost of the project, including increases brought by inflation as the project was delayed and proposed changes in the scope of the design, reminding the Board that the original plan was to expand to the south, over the skateboard park. Moving into the lower level brought additional challenges.

Brennan distributed a budget proposal, detailing the projected additional cost at approximately \$600,000.

Building costs are on fire with inflationary costs, Brennan stated. In the past year and a half, construction costs have increased by 11 to 12 percent.

Projected additional costs included:

- \$200,000 South parking
- \$388,000 South vestibule
- \$ 76,000 Replace the fascia around the building soffit (could be bid as an alternate)
- \$100,000 Equipment and furniture to equal the standard in other County libraries
- \$ 23,000 Additional design and engineering costs for the two-story vestibule
- \$787,000 TOTAL

In order to help cover the increased costs detailed above, the premium for phasing was taken out of the project. The actual cost of this premium would not be known until the project is bid, but it could realistically range between \$175,000 and \$200,000. Taking out the phasing will require that the NOB to be closed during a major portion of the renovation process. There was a 7.5% contingency fund set aside to protect the interests of the County.

Construction costs once estimated at \$3.6 million were now estimated to be \$4.2 million, including inflation and the proposed changes in scope.

Ebert asked for direction from the Board in recommending how to proceed, knowing the building as currently proposed is over budget.

Stokes expressed enthusiasm for the two-story vestibule, outdoor programming area, and additional parking on the south. He also voiced support for the extra cost of replacing the fascia. To make exterior changes on both the north and south side of the building that require adding new sheet metal next to the old, faded fascia, would not provide the desired result, he reasoned.

Stokes asked if the new fascia would be the same material and if it had to be brown.

Brennan said that, in order to save money, he was not proposing exactly the same material, nor would he propose the same color if the entire fascia were replaced.

Wangsgard noted that the gauge of the sheet metal was important, however, given the winds that blow out of the canyon.

Jones noted the revised plans represented what area residents want in their renovated NOB.

Ebert reminded the Board that in addition to the revised costs proposed by Brennan, there was also an additional \$225,000 cost required to relocate the skateboard park. The overall cost of the renovation would approach \$6 million, not the \$5 million originally proposed.

Stokes noted there was a cluster of costs that resulted when the city officials in northern Weber County changed the scope, not allowing the Board to build out over the skate park, and then stalled implementation. He asked what happened to the idea that North Ogden City was going to hold the County harmless for the inflationary cost of these delays.

Wangsgard said holding the project harmless for inflationary costs caused by delays was not in the final agreement negotiated between the City and County.

Wangsgard asked Brennan to discuss an alternative to the civic style vestibule proposed for the south side of the Branch, noting another option would save money.

Brennan showed illustrations of a smaller, “pop-out” vestibule, noting it would need to be thought out and developed further to meet Code.

Stokes asked for a review of how funding had already been committed or used at other projects funded by the sale of bonds.

Wangsgard said the Southwest Branch/Headquarters Library will be completed at least \$2 million under budget, perhaps closer to \$2.2 million under budget. While the contract cost for Main was approximately \$200,000 more than was budgeted, the Board is carrying an owner’s contingency of \$1,000,000. Library staff are working to keep change orders to a minimum. If issues do not arise that call for change orders, the contingency may well be more than enough to cover the overage in the contract cost.

Jensen wondered what the Commissioners would wish to do for the people in North Ogden. Would they look favorably on the change of scope?

Because Ebert had another commitment that required that he leave the meeting, there was no formal response to this question.

Wangsgard noted she certainly could not speak for elected officials, however, they had signaled their desire to ensure NOB was completed to the community’s expectations, despite the increased costs that resulted from delays. Commissioners approved selling all the general obligation bonds authorized by voters, including funding needed to cover the administrative expense of the transactions. In so doing, they seemed to be making a strong commitment to those served by NOB.

Wangsgard was sure Ebert would want a recommendation from the Board, however. He would not want to proceed in meeting with other Commissioners, taking a chance on presenting a plan that ran counter to the Board’s collective wisdom.

Bertilson encouraged the Board to strongly consider approving the plans as presented by Brennan that evening, stating the additions will make it a very desirable destination for users.

Stokes wondered if the cities in the northern area shouldn't be asked to help cover the increased costs caused by inflation, knowing their participation would help ensure the additional scope – vestibule, study rooms, soffit, etc. – could be included in the final design of NOB.

Harris thought the Board should try to negotiate with North Ogden City in order to have the funding available to complete the Branch to the expectations of community members.

The Board discussed inviting area mayors to meet with them during their December meeting to see if they would help cover inflation costs so the building upgrades could be included.

Wangsgard noted the plan is to put the project out to bid during December. If the Board holds up the architect in completing the designs, the project will experience additional inflationary costs.

Stokes moved that the Board strongly recommend to County Commissioners that they accept the revised scope for the NOB as presented by EDA that evening, and utilize funding available from the sale of general obligation bonds to cover the additional costs.

Jones gave a “strong second” to the motion.

Spencer asked if there was additional discussion. Hearing none, he called for a vote. The motion was unanimously approved.

Stokes now made a second motion, calling upon the Board to immediately request a meeting with elected officials from those cities served by NOB to show them the revised scope and ask for their financial help in covering the increased costs of the project that resulted from inflation.

Baron noted it was very difficult to get the agreement between the City and County that was already approved, allowing the project to proceed without incurring additional inflationary costs. Attempting to renegotiate could be difficult and expensive.

Stokes revised his original motion, *to ask Commissioners if they would like* the Board to make a presentation to elected officials in northern cities in order to show them the change of scope, detail the increased costs due to inflation, and ask that they share in covering the increased costs.

Jones seconded the revised motion.

There being no additional discussion, Spencer called for a vote. All voted in favor of the motion.

#### Review of Main Library Closing Procedures and Shuttle Service:

Wangsgard, Scott Jones, and Kevin Wilson had picked up the shuttle vans from UTA the previous week. The vans were taken to County shops for a safety review. Repairs were made and new tires mounted.

Library employees had been identified to drive the vehicles, routes had been detailed and vetted, and drivers were being trained. Drivers will be scheduled for four-hour shifts, with a 15 minute break after two hours of driving. Commercial licenses are not required for this size and type of vehicle. Board members received a copy of a tri-fold brochure that was being distributed to the public, detailing plans to close Main and operate a shuttle service (See attachment.)



The closing and renovation of Main is part of a \$45,000,000 Library System expansion approved by voters during a special bond election held during 2013. The original plan for the Main Library called for the work to be done in five phases, taking place over 609 days, with periodic closures between and during each phase. A revised plan will save several hundred thousand dollars by completing the work in just 447 days and three phases, combining all of the previous, shorter shutdowns into one of longer duration.

For additional information, call 801-337-2618.

#### WEBER COUNTY LIBRARY SYSTEM

**Main Library**  
2464 Jefferson Ave  
Ogden, UT 84401  
CLOSED FOR RENOVATION  
BEGINNING NOV 11

**North Branch**  
475 E 2600 N  
Ogden, UT 84414  
801-337-2650

**Ogden Valley Branch**  
131 S 7400 E  
Huntsville, UT 84317  
801-337-2660

**Pleasant Valley Branch**  
5568 Adams Ave  
Ogden, UT 84405  
801-337-2690

**Southwest Branch**  
2039 W 4000 S  
Roy, UT 84067  
801-337-2670

[WWW.WEBERPL.ORG](http://WWW.WEBERPL.ORG)

# THE MAIN LIBRARY



# WHAT'S THE PLAN?

**W**eber County's Main Library will close November 11th so contractors can continue renovations. As soon as Main closes, the water, heat, and power will be turned off, plumbing and sewer system connections will be replaced, and trenches will be dug around the outside of the building to repair foundation waterproofing. The library will reopen in phases over the course of the next year.

**W**hile the Main Library is closed, free shuttle service to other libraries will be provided. The vans will run between the Utah Transit Authority (UTA) bus stop at 25th and Jefferson Avenue to the front doors of both the Pleasant Valley Branch in Washington Terrace, and the Southwest Branch in Roy. The vans will run throughout library hours of operation, including Sundays. The shuttles are being provided by UTA as a public service in support of the Main Library renovation. The free shuttle service will operate under UTA rider-rules; however, library employees will drive vehicles. Shuttle drivers will not be authorized to stop at locations other than Weber County libraries.

**W**hile the closing will represent an inconvenience for people who rely on the Main Library, the shuttle service will give those who have not had transportation an opportunity to visit Weber County's newest libraries and see what is in store when the renovated downtown library reopens. Cafés and com-

mons spaces, teen centers, expanded children's areas, more computers, meeting rooms, and plenty of places to gather for individual study or group learning will await Ogden residents who travel to a branch library location. Library employees will transfer to the Southwest and Pleasant Valley branches to greet library users and offer the same children's programs and other services they currently provide at Main.

**L**ibrary literacy programs and other ongoing service commitments have already been moved to other locations. Adult ESL classes are being held in the Education Center at the Unitarian Universalist Church, 705 23rd Street, and the Pleasant Valley Branch. The annual Holiday Open House will be hosted December 24th in the Education Building of the Presbyterian Church, 880 28th Street; and children's summer reading programs will be held in Lester Park. Additional locations and events will be announced as they are coordinated with community partners.

**A**dults will be able to ride the Library shuttle buses without identification, as will teens and children who are accompanied by an adult. Riders under the age of 18 will need to have a parent or guardian secure a free pass if they are to be allowed to ride unattended. Parental authorization forms and passes will be available at the Main Library until it closes November 11th, and at area libraries thereafter. Passes will also be available from 5-7 p.m., Saturday, November 5th, at "The Come Together Community Meal & Resource Fair," hosted at the Marshall White Center, 222 28th Street.

**T**hose requiring special paratransit may receive free services by calling UTA at 1-877-882-7272. Those over 60 years of age may also qualify for free transportation by calling "The Ride" at Weber Human Services, 801-625-3776. Special qualifications apply.

**T**he Pleasant Valley Branch is being made ready to serve an influx of additional users. The children's space is being expanded and thousands of additional books and non-print materials are being added. The Southwest Branch already has the space, collections, and computers needed to accommodate Main Library users.

Stokes inquired concerning the hours transportation services will be provided.

Wangsgard replied that vans will run during all hours the Library System is open to the public, with the last trip made from PVB and SWB 30 minutes before closing.

Earlier that same day, new furniture to accommodate additional computers and several book stacks were installed at PVB in order to enhance services at that location. It was expected that most Main Library users who drive themselves to another location will use PVB. Board members received a copy of a tri-fold brochure that was being distributed to the public, detailing plans to close Main and operate a shuttle service (Please see attachment.)

Spencer noted the article printed in the *Standard-Examiner* was very informative and helpful in explaining the Main Library closing and the availability of free shuttle services to another library.

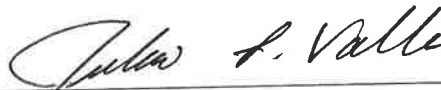
Public Comments:

There were no public comments.

Other:

Jones offered a motion to adjourn. Jensen seconded the motion. All voted aye.

Respectfully submitted:

  
\_\_\_\_\_  
Julia Valle

12/6/16  
\_\_\_\_\_  
Date