

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: December 2, 2014

Board Members

In Attendance: Scott Spencer
Brent Innes
Eric Jacobson
Kathleen Jensen
Spencer Stokes
Tom Taylor
Commissioner Jan Zogmaister

Others in

Attendance: Lynnda Wangsgard, Library Director
Karen Burton, Associate Library Director
Scott Jones, Assistant Library Director
Julia Valle, Business Office Manager
Evelyn Bertilson, Friends of the Library
James Ebert, County Commissioner-Elect

Excused: Chris Allred, Legal Counsel

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

Public Comments:

James Ebert attended the meeting and was introduced as the individual who will take a seat as the Commission representative on the Board as of January 6, 2015. Mr. Ebert was welcomed and will be officially introduced during the next meeting of the Board.

There were no public comments.

Minutes:

Jacobson moved acceptance of minutes of the November 4, 2014 meeting as presented. Taylor seconded the motion. Spencer called for discussion. Jacobson asked for a point of clarification related to compensation as detailed in the contract with EDA for design of North Branch.

Wangsgard noted that "compensation for services was set at six percent (6%) of the cost of construction as determined at the end of, and acceptance of, the design development phase, and the corresponding cost of construction estimate." In other words, an official cost estimate will be prepared by professional construction cost estimators at the end of the design development phase,

illustrating the project is within established budget parameters. If the project is bid and the finding is that the cost exceeds the authorized budget, the architect will be obligated to redesign the project at no cost to the County. This process ensures there will not be budget overruns as a result of project design.

The 6% of the cost resulted from a competitive bid process. EDA Architects was the low bidder and brought a very competent team to the project.

There being no additional questions or discussion, all voted in the affirmative to approve the minutes as presented.

Director's Report:

Board members discussed public participation and comments gathered at two community meetings to review the conceptual design of the Main Library. The first meeting, held November 18th, focused on a PowerPoint and display visuals presented by Tom Brennan and Bob Herman with EDA Architects. Their presentation detailed proposed use of space on each of the three Main Library floors, as well as parking and outdoor programming spaces. Approximately 50 people attended. Feedback forms were very positive overall. Two questions that received thorough discussion during the public meeting were the relocation of the children's area to the upper floor, and the need for expanded parking facilities.

The second meeting, held November 20th, was conducted in Spanish. Approximately 80 community members participated and joined in a lively discussion. Safety for children using the Library and provision of greatly expanded program, meeting, and gathering spaces were the most talked about priorities in this session. Burton noted that Latinos tend to use the Library as a family, explaining their desire for a facility that provides spaces that are welcoming to people of all ages.

The outside programming space and park entrance to the building were popular with both groups, as was the commons and commercial lease space. An additional north entrance was not being considered because of the changes it would require to the outside of the historic Library, as well as loss of two rows of parking stalls.

Board members agreed they would hold additional public meetings as the project is developed.

The October statistical report was skewed by roadwork being done on Adams Avenue, in front of Pleasant Valley Branch. Almost 202,000 items were borrowed during October, but that was 6,000 less than the year before – likely due to the road construction. More library cards (1,809) were issued during October 2014 as compared to the number issued (1,789) during October of the previous year. Almost 115,000 individual visits were recorded during the month, with more than 11,000 coming for use of public meeting rooms. Just over 15,500 public computer sessions were logged. The Technical Services staff cataloged and processed 9,456 items during October, with approximately 50% of these materials being prepared for the new Southwest Branch Library.

Overall, it was a very healthy statistical report, illustrating the continuing growth in the public's appetite for library services.

Wangsgard reported that year-end budget transfers were being prepared to adjust a number of line items, allowing work to continue on projects throughout the month of December. Funding was being transferred, for example, from office supplies to building maintenance to allow installation of some "rudimentary controls" to the Main Library HVAC System in order to help moderate the extreme temperature ups and downs that had been resulting from manual adjustments. Funding transferred to building maintenance will also be used to help the County Surveyor relocate a survey marker. Zogmaister noted the Surveyor has funding in his budget to relocate markers and the Library should be able to be reimbursed for these expenses.

Funding was also being transferred among training and travel line items to accommodate reimbursement of employees in an appropriate manner. The County required budgeting in five separate line items for training and travel, requiring that travel expenses be broken apart and charged to various line items. Transfer among the line items is required, depending on how the training is billed.

Overall, Wangsgard noted, FY 2014 will be completed with a surplus in the operating budget. The staff had focused throughout the year on cutting costs in order to add to the Library fund balance, as this savings account will need to be adequate to maintain existing levels of service while also opening and operating new and renovated library buildings, without a required upward adjustment in the Library tax rate.

A yearend general staff meeting was scheduled for 8 a.m., December 16th. Accomplishments of the past year will be detailed and challenges for 2015 will be addressed. The staff will also be individually recognized and thanked for a job well done. Members of the Board and Library Friends were invited to attend.

The annual Holiday Open House was scheduled from 12-4 p.m., December 24th, at the Main Library. Food was being provided by corporate sponsors, and live music sponsored by Friends of the Library. Staff and more than 100 community volunteers will serve meals, lead programs, show a film, and hand out donated socks, hats, scarves. The holiday open house has been a 25-year tradition and is one of the most talked about and anticipated events of the year for Library employees and the people they serve.

Taylor voted approval of the Director's Report. Jacobson seconded the motion. There being no further discussion, the motion passed unanimously.

Request to Close at 5 p.m., December 24th and 31st:

Jensen moved and Taylor seconded a motion to approve a request to close the Library System at 5 p.m. on December 24th and 31st.

2015 Library Holiday Schedule:

The following schedule of operations was proposed for 2015, mirroring hours in place over the past several decades. The schedule gives staff opportunity to be off on major holidays, but also offers the community service on days when members of the community may have a day off and wish to utilize library services. Burton noted that holidays the Library is open are often the busiest of the year.

WEBER COUNTY LIBRARY

BOARD APPROVED HOLIDAY SCHEDULE

Effective January 1, 2015

New Year's Day	January 1 st , Thursday	Library Closed
Martin Luther King, Jr. Day	January 19 th , Monday	Library Open
President's Day	February 16 th , Monday	Library Open
Memorial Day	May 25 th , Monday	Library Closed
Independence Day	July 3 rd , Friday July 4 th , Saturday	Library Open Library Closed
Pioneer Day	July 24 th , Friday	Library Closed
Labor Day	September 7 th , Monday	Library Closed
Columbus Day	October 12 th , Monday	Library Open
Veteran's Day	November 11 th , Wednesday (Staff Development Day)*	Library Closed
Thanksgiving Day	November 26 th , Thursday November 27 th , Friday	Library Closed Library Open**
Christmas Day	December 25 th , Friday	Library Closed

Note: * All employees will be scheduled for mandatory training from 12-9 p.m. on Staff Development Day. Training will be held at the Pleasant Valley Branch Library.

** November 27th holiday is a personal preference day, granted by the County Commissioners. Schedule this time with your supervisor as you would any other holiday, November 27 - December 15, 2015. Time not used by December 15th will be forfeited.

Zogmaister moved, Jacobson seconded the motion to accept the standard hours of operation as proposed for 2015. The motion was unanimously approved.

Capital Projects Update:

Ebert reported on his tour of the Southwest Branch/Headquarters, where he had reviewed progress earlier during the day. He voiced support for the team's management of the work and expressed his view that a LEED quality facility was being constructed without the added cost of certifying the facility.

Jones voiced his amazement at the dramatic change that takes place from week to week as the building structure moves ahead at a rapid pace. The shear walls and steel were in place and sheeting was being installed in preparation for the roof.

Wangsgard reminded the Board that there will not be any additional expense for building under winter conditions. Because of the timing of the bond election, allowing the design to be completed and the construction contract approved during the early summer, the contractor was given ample time to enclose the building. Any extra cost will be absorbed by the construction company.

Overall, all the projects are on schedule, and Headquarters and Main are currently under budget. Only one change order had been presented for Headquarters, even though it was almost 30% complete. This change order resulted from Roy City changing their preferred location for utility hook ups after they had approved the building plans and the construction was underway. Cities have the legal right to make this type of mid-project adjustment with the owner being responsible for the costs, Wangsgard noted. However, two additional change orders are in the works and will result in more than enough savings to cover the increased cost of change order #1.

Jacobson inquired about an enhancement proposed for the windows in the children's area. The enhancement would allow the windows to be used as exhibit space. Enhancement funds will need to be raised if this addition is to be included in the project.

Conceptual plans for the Main Library were complete and the architects were ready to begin the design development phase of their work. Construction documents will be ready for bidding during September, 2015.

Wangsgard had been asked by Commissioners to verify projected costs for the North Branch renovation. This detail will be provided as soon as the contract for the project is approved. Construction documents for North Branch will also be completed and ready to bid during September of next year.

Donation of the property located to the south of the North Branch is integral to the success of the project and discussions as to the disposition of this land is ongoing.

To date, approval of the North Branch contract had not been considered by the County Commission.

Other:

Karen Burton had announced her intention to retire. She will be leaving January 15, 2015. Burton started as a support staff member, completing two master's degrees while working full time. She was promoted to Assistant Library Director in 1996 and to Associate Director in 2003.

Over time, Karen worked in almost every Library division and accepted additional responsibilities until she now does the work formerly assigned to four employees. Burton currently manages the Ogden Valley Branch; supervises all branch managers, technical services, youth services, adult services, and circulation services; oversees and manages collections, human resources, and library programming. Her retirement is leaving others scrambling to reorganize and restructure in order to redistribute her workload. Wangsgard noted that she was thankful Burton was not moving out of the area, and was hoping to draw upon her professional commitment and good will to continue to see these processes through the required reorganization and transition of responsibilities to new hires, which will take at least the rest of the next year.

The Board gave Burton a standing ovation, congratulated her, and asked to be included in recognizing her service at a special event in her honor. They also expressed a desire to revisit her retirement during their January meeting.

Wangsgard presented the board with a yearend thank you. She acknowledged the debt owed to those serving for their vision, dedication, and unmitigated support of the development of exceptional library services for those living in Weber County. She thanked them, in particular, for the radically civil manner in which they conducted business and represented the Library System.

There being no further business, Zogmaister moved, and Taylor seconded the motion to adjourn. All voted "aye."

Respectfully submitted: Julia Valle 04/05/2015
Julia Valle Date