

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: May 3, 2016

Board Members

In Attendance: Scott Spencer
James Ebert
Judith Jones
Kathleen Jensen
Tom Taylor

Board Members

Excused: Brent Innes
Spencer Stokes

Others in

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

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

Approval of Minutes:

Spencer asked if there were requests for clarifications or changes to the March 1, 2016 meeting minutes. Hearing none, he accepted Ebert's motion for approval. Taylor seconded the motion. All voted in the affirmative.

There were no requests for changes to the April 5, 2016 meeting minutes. Jones moved approval. Ebert seconded the motion. All voted for approval.

Director's Report:

Wangsgard reviewed the service metrics report that was current as of March 31, 2016. The number of books borrowed during the month (216,392) exceeded the total borrowed during March of the previous year by 18,391 items. Program attendance (8,249) was up 907 over March of 2015. Meeting room usage was significantly lower than the previous year (11,685), reflecting the complete shutdown of all meeting areas at the Main Library to accommodate renovation. Entry gate counters logged 115,452, slightly more than the previous year even though attendance at the Main Library was down more than 5,000 for the month; again, reflecting the complete shutdown of service on two floors of the Ogden library. Statistical computer logs illustrated that 3,118 new library cards were issued during March, compared to 1,608 during March of the previous year.

The budget report was current as of April 26, 2016. A little more than 19.4% of the budget authority had been encumbered or expended. Wangsgard noted this was well within tolerances for this point in the fiscal year.

Wangsgard reported on several water issues that occurred at the Main Library during the previous month, the most serious of which resulted in approximately three inches of water flooding the area that previously housed the library data center and information technology staff work areas.



Spencer asked what caused the flooding.

Wangsgard noted there were three different infrastructure issues, all exacerbated by lack of follow-through from a contract employee.

Commissioner's Report:

Ebert noted he had been communicating with representatives from northern Weber County communities in an attempt to get the North Branch project back online. The goal was to acquire the skateboard park property for parking. He hoped to have an agreement for the Board to consider during their June meeting.

Approval of Contract for Main Library Renovation Project:

Three prequalified contractors had submitted bids to complete the Main Library renovation. One company, the low bidder, had miscalculated their proposal and withdrew from the process. Interviews of the two remaining contractors' personnel had been conducted the previous day by a group of individuals with expertise in construction management, costing, and contract negotiation. One company was the apparent low bidder on the renovation, minus alternate #1 (parking lot). The second company was the apparent low bidder on the renovation, including alternate #1. Both bidders were over budget.

It was the consensus of the review committee that the two bidders should both be given an opportunity to review their submittals, each of which was based upon assumptions that may have been clarified during the interview process; that is, the number of required dewatering wells, for example. The bidders would then be asked to submit their "best and final offer."

Wangsgard noted the Library management team was reviewing options to cut the cost of the project without changing the scope. The most promising was to modify the phasing of the

renovation work, shortening the time needed to complete the project. Completing the work in fewer phases, however, would require that the library be closed for one or more extended periods of time, rather than for several periods of shorter duration as originally planned.

Board members reviewed various options that were being considered to mitigate the inconvenience to Library users, including running a regular shuttle service from the Main Library to the Pleasant Valley and Southwest Branch libraries. The Board agreed it would be better to close for a longer period of time than to cut the quality or scope of the Main Library project.

Update on Capital Plan Progress:

Relocation of Support Services from Main to Headquarters (HQ). All modular furniture from the lower level of the Main Library had been disassembled and moved to HQ. The furniture was being reassembled in a configuration to accommodate combining various Library units into a new Support Services Division. Connecting parts and pieces needed to complete the process had been received from the vendor and the project was expected to be completed by the end of the week. The Board was invited to walk the area after their meeting to see the progress that was being made.

Main Library Demolition and Asbestos Removal. Employees of Thermal West, the asbestos abatement and demolition contractor, were working on the south end of the lower level and literally “knocking at the door” of the administration offices. Plastic sheeting to contain the asbestos was being installed in areas on the north end of the floor, as they were vacated.



Entrance to Administration Offices



Reception Area



Director's Office



Employee Bulletin Board Area



Break Room



Technical services

Library employees were salvaging everything possible (restroom faucets, shelving brackets, lock cylinders, etc.) in anticipation of offering them to the public during a future surplus property sale.

The asbestos abatement and demolition were on schedule and significantly under budget.

North Branch Update. There was no additional update on the North Branch Library project.

Public Comments:

There were no public comments.

Other:

There being no further business, Jones made a motion to Adjourn. Ebert seconded the motion. All voted in the affirmative.

The Board toured the support services area of the Headquarters Library to review progress being made in moving into this new space.

Respectfully submitted:  

Julia Valle Date