

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: July 5, 2016

Board Members

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

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
Marcia Harris, Development Board

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

Election of Board Chair, July 2016 – June 2017:

Spencer thanked Board members for the opportunity to serve as Chair during the previous year and indicated it was time for someone else to enjoy this leadership role. Spencer expressed a desire to see Jensen serve.

Jensen declined, indicating that, in the interest of continuity, she would like to recommend that Spencer serve another year. J. Jones agreed. Ebert stated that Spencer's continued leadership would be appreciated and important in maintaining continuity during the course of the capital projects. Ebert said he didn't want Spencer to feel obligated if he is too busy, but would appreciate Spencer accepting a nomination for another term as chair. Taylor moved that Spencer serve as Chair for the July 2016 – June 2017 term. Jones seconded the motion. Baron prompted members to place another name in nomination or make a motion to close nominations.

Wangsgard asked Spencer if he was willing to accept the nomination, noting it was a big commitment.

Spencer responded that he was willing to accept the nomination.

Ebert moved to close the nomination process. J. Jones seconded the motion.

There being no further discussion, Spencer called for a vote. All voted in the affirmative.

Library staff were asked to arrange a dinner to take place after the August Board meeting so the group can meet the new Board member; thank Spencer for his continuing service as chair; and most importantly, recognize Taylor's eight years of service to the community on the Library Board.

Ebert noted one of the three individuals whose name was forwarded to the County Commission for a Board appointment was planning to move to a neighboring county. He asked if the Board wished to select another nominee.

Baron advised that it is required that, when appointed, Board members be chosen from citizens of the county, but if they move during their term, he does not believe they are required to resign.

Spencer indicated that he likes the idea of having only residents on the Board. He asked if others felt differently. They did not.

Spencer asked Ebert to move forward with the two remaining nominees and return to the Board for a third name only if the Commissioners wished additional consideration.

Approval of June 7, 2016, Meeting Minutes:

Jensen moved approval of the June 7, 2016 meeting minutes as presented. J. Jones seconded the motion. There being no corrections or discussion, Spencer called for the vote. All voted "aye."

Spencer asked about the three public relations awards that were presented during the annual meeting of the American Library Association (ALA). He wondered if they would be sent to the Library. Wangsgard noted ALA representatives would mail the awards to those who could not attend.

Director's Report:

The service metrics report illustrated that circulation for May, 2016, was higher (196,668) than during the month of May the previous year (182,226) even though the Main Library's numbers were down from 67,140 to 42,583. The difference was made up at SWB where 64,991 items were borrowed by the public compared with 26,190 during May 2015.

Meeting room use was almost exactly the same as the previous year with the Southwest Branch again picking up the slack as the Main Library meeting areas were off-line. Year-to-date program totals were running approximately 13,000 ahead of those of the previous year. Nineteen hundred eighty-five (1,985) new library cards were issued, 105,797 visits were recorded, and 67,783 reference transactions were handled. Wangsgard noted that benchmarking of these usage statistics had little meaning because the Main Library was operating in a very limited capacity and there were no valid usage statistics for the Southwest Branch/Headquarters Library for May 2015 with which to compare. Nonetheless, the fact that the public's overall usage was currently higher than that of the previous year was good news.

The financial report illustrated internal collections were running ahead of predictions. Surplus property revenue was over collected by 232.51% because of the deposit from surplus property

sale. There will be a need to hold another sale late this fall or early next year. County collected revenue showed a little slump in “registered vehicle fees.”

Expenditures were running behind the levels of previous years because inventory had not yet been ordered, to avoid having to move it between buildings as the old Southwest Branch was closed and storage areas at Main and North Branch were relocated.

Wangsgard was asked why the salaries budget was not 50% expended since the financial report was produced at the end of the first six-month period. She explained that salaries are accrued at two-week intervals and then closing adjustments are made at the end of the fiscal year. The amount shown in the line item is two weeks behind actual obligations. In addition, one “assistant director” position had not yet been filled.

Jensen asked for an explanation of the line item labeled, “termination pool.” Ebert explained it was a category that accommodated planning for the costs of those who retire and for whom the County has an ongoing obligation, such as a payout of their sick leave and, in some cases, insurance benefits.

Commissioner’s Report:

Ebert summarized the major hurdles that had been cleared over a period of the previous 14 months, including North Ogden City’s request the North Branch be moved off-site, pausing the project to evaluate various expansion options and change of scope; determining that the increased cost of moving off-site could not be justified; restarting the design process; and halting the project when the City would not authorize a building permit.

Ebert noted that he was not entirely satisfied with the agreement that had been reached, but did not believe it was in the Library’s best interest to continue negotiating while the funding available was losing value to inflation.

Ebert noted the City had originally requested that the County pay half the cost for moving the skateboard park to another location. When he agreed, the negotiations again became contentious and he agreed to pay the full cost, up to \$213,000. Funding saved from the Southwest Branch/Headquarters project will be available to cover the increased costs.

Ebert wanted a contract incorporating these changes, which was drafted by the County Attorney’s office. North Ogden reviewed the contract and asked for changes, including a pledge to donate the property on 2600 N when the street is widened, rather than charging the City for the land.

Another stumbling block arose even though the Library site plan met all City ordinance parking requirements. City officials still wanted the Library Board to put in additional 45-degree angle parking on 475 E. This change in scope was problematic because it would be an expensive addition, requiring changes in slope and grade of the property, the addition of a retaining wall, and so forth.

City officials said they could complete this additional parking project on 475 E for approximately \$40,000. Ebert asked them to do the work and the Board would pick up the \$40,000 tab.

EDA Architects estimated this parking, and the resulting design changes needed to the west and north side of the Library to accommodate ADA access, would cost approximately \$250,000.

After further thought and investigation, the City discovered it would cost considerably more than \$40,000. As a result, it was agreed that this parking will be added as a "Phase II" in the future when funding is sought for additional Library capital projects.

Wangsgard had discussed the proposed agreement with Spencer and forwarded copies to all Board members. There was general agreement that even though the costs were more that they were comfortable with, they wanted to avoid the cost of further delays.

One last item that was still in limbo was the entrance to the north parking lot. Reworking the entrance to make it line up with 500 E would be extremely expensive and wasteful, since the work can be done when 2600 N is widened. Ebert spoke with Mayor Taylor about this and all agreed the entrance could remain as it is.

North Ogden City officially approved the Agreement during their Council meeting.

Commissioners debated and unanimously approved the Agreement earlier during their public meeting. The item was now on the Library Board's agenda for ratification.

Spencer thanked Ebert for his determination and good will that resulted in getting the project back on track. Wangsgard will work with EDA Architects to develop a timeline for completion.

Approval/Ratification of Agreement between Weber County and North Ogden City
Regarding the North Branch Library:

The Agreement had been distributed to the Board under separate cover for review. Ebert moved approval, Taylor seconded the motion. Due to Ebert's lengthy review there were no questions or discussion. All voted in the affirmative to ratify the Agreement.

Update to Capital Plan Progress of the Main Library:

Responses submitted by prequalified contractors to bid the Main Library Renovation were evaluated and found to be over budget. Requests for a "final and best offer" did not resolve the problem. Therefore, the County offered all pre-qualified contractors an opportunity to respond to a new request for proposals (RFP), which included a major change in scope.

The initial instruction to prequalified contractors was to base their bids on an owner proposed five-phase renovation process, allowing 609 days for completion. This initial phasing procedure allowed for several library public service shutdowns of short duration.

The RFP offered builders an opportunity to recommend their phasing option(s), if they significantly decreased cost by:

1. Proposing fewer stages, and/or
2. Proposing a longer, condensed period(s) of complete shutdown of library public services (up to several contiguous months).

All those responding to this RFP were scheduled to be given an interview in which a team will evaluate which company offers the best value to the public.

Spencer asked who would serve on the evaluation team. Wangsgard noted that the following individuals had been invited to serve:

Commissioner Ebert
Scott Jones
Lynnda Wangsgard

Sean Wilkinson
Tom Brennan

Kevin Wilson
Chris Larson

The goal was to have a contractor selected and a contract ready for review and approval within the next two to three weeks.


Public Comments:

There were no public comments.

Other:

Innes offered a motion to adjourn. J. Jones seconded the motion. All voted in the affirmative.

Respectfully submitted:



Julia Valle



Date