

WEBER COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: October 6, 2015

Board Members

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

Others in

Attendance: Lynnda Wangsgard, Library Director  
Scott Jones, Assistant Library Director  
Julia Valle, Library Business Office Manager  
Kevin Wilson, Library Professional Property Manager  
Karen Burton, Library Collections Coordinator  
Bryan Baron, Deputy Weber County Attorney  
Evelyn Bertilson, Friends of the Library  
Cathy McKitrick, Standard-Examiner  
Marcia Owen, Chair, Northwest Branch Site Review Committee  
Lee Dickemore, Mayor, Farr West City  
Bill Morris, Administrator, Marriott-Slaterville City  
Holly Bauman, Northwest Branch Site Review Committee

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

Public Comments:

There were no public comments.

Approval of August 4, 2015 Meeting Minutes:

Spencer asked that “third place’ in one paragraph be changed to “third generation.” He asked if there were any other corrections or suggestions for changes to the minutes. Hearing none, he called for a motion. Ebert moved approval of the August 4, 2015 meeting minutes. Jones seconded the motion. All voted in the affirmative.

Approval of September 1, 2015 Meeting Minutes:

Taylor moved approval of the September 1, 2015 meeting minutes. Ebert seconded the motion. Spencer invited corrections or discussion. Hearing none, he called for a vote. All voted aye.

## Northwest Branch (NWB) Site Recommendation Committee Report:

Wangsgard summarized the orientation given to the site review members during their September 28<sup>th</sup> meeting. During the orientation, the scope of the Committee's responsibility was reiterated as ranking the sites using a set of criteria provided by the American Library Association (ALA). The Committee would not recommend a site, leaving this responsibility to the Library Board.

The Committee evaluated sites in Marriott-Slaterville and Farr West. They also benchmarked the old public works site in North Ogden against the ratings for the proposed northwest branch sites.

Library Board members were each given a complete packet, containing all the handouts used during the orientation. The packet included:

1. The letters of intent to donate property that came from Farr West City, and from Frank Blair on behalf of private property owned in Marriott-Slaterville
2. Current and future population projections
3. Public transportation routes
4. Maps placing each site in the service area and illustrating development within a two and one-half mile radius (five miles)
5. Photographs of the sites and the surrounding areas
6. Maps showing fire danger and county flood plains
7. Copies of the ALA rating checklist

The site review committee traveled together to review each site. During the trip, Marcia Owen took over responsibility for managing the review. Because Owen did not rank the sites, she was able to concentrate on managing the process.

Wangsgard introduced Owen, who was appointed by the Board to chair the committee. Other members of the committee included Marlene Barnett, Gary Dohrer, Martha Richards, Michael Burdett, and Holly Bauman. Owen's job was to make sure everyone got all his or her questions answered and to ensure the integrity of the process.

Owen distributed a summary of the completed checklists for the Farr West and Marriott-Slaterville sites and reviewed the procedure used for gathering the ratings. Taylor asked about scoring protocol and learned that the committee could assign a range of scores from 1-10 on each criterion. Wangsgard explained that the checklist of selection criteria was recommended by ALA to cover a broad range of circumstances. The Board should consider the scores in aggregate, rather than hone in on a particular point-of-view.

Owen explained that the approach in reviewing each site was handled in the same way at each location. The group looked at roads, traffic patterns, schools in the area, sidewalks, bicycle access, housing, and the building site itself. Committee members discussed whether the majority of the population was likely to travel to each of the sites for services. Owen restated questions as they arose during the tour, made sure everyone heard the answers, and ensured that each Committee member had a chance to participate in any follow-up discussion. "The questions and insights shared during the tour made the process very comprehensive," she noted.

Owen stated that the committee was surprised, amazed even, at the population growth in the Farr West area. The Marriott-Slaterville site was more industrial with not as many houses near the site, and not as much opportunity for residential expansion.

The excellent roads and easy access by elementary, junior high, and high school students, the ability for kids to get to the library by foot and bicycling, and the likelihood that the majority of the service population would be more inclined to use a library in Farr West were among the criteria that resulted in ranking one site above the others. Overall, Owen noted, the Farr West site was ranked considerably higher, although the Committee was very diverse and had different points-of-view and opinions on some of the rating criteria.

Owen asked if there were any questions. There were none.

Spencer thanked Owen for her work and asked Wangsgard to prepare a letter of appreciation for each of the committee members.

Ebert observed it was so much easier to make a good decision when those from outside did this detailed legwork, noting that differences in ratings illustrate it was a diverse committee. He thanked Owen for her work, and acknowledged that she was an excellent choice to serve as Chair because she had spent her entire career as a purchasing agent training herself to be professional and unbiased.

Bauman complimented Owen on her handling of the committee.

#### Adjourn Public Meeting:

Ebert moved to adjourn the public meeting and convene a closed executive session for the purpose of discussing acquisition of a northwest library building site and acquisition of properties. The motion was seconded by Taylor, all voted aye.

#### Convene Closed Executive Session to Discuss Acquisition of NWB Building Site:

All except members of the Board, the library director, and legal counsel were excused.

#### Reconvene Public Meeting:

Ebert moved to reconvene the public meeting. Taylor seconded the motion. All voted in the affirmative.

#### Board Selected/Recommended Site for Northwest Branch Library:

Stokes made a motion to recommend that County Commissioners enter into negotiations with Farr West City for a site to build a northwest branch library, taking into consideration discussion of a needed change in zoning; waiving of building permit, plan review, and impact fees; provision of City-provided snow removal services; and a provision that the land transfer guarantee a designated number of parking places dedicated to the library with perpetual access to a specified additional number for overflow. The title should also grant ownership in perpetuity. Taylor seconded the motion.

Spencer asked if there was any comment or discussion on the motion. Hearing none, he called for a vote. All voted, aye. No one abstained.

#### Capital Project Updates:

*North Branch Schematic Drawings.* The schematic drawings were well underway and should be complete within a few weeks. Progress was moving rapidly toward the design development phase of the project.

*Southwest Branch/Headquarters.* Wangsgard indicated that the Development Board was at work seeking donations to enhance the project. In order to place a name on a portion of the building, the Development Board believes the contribution should be substantial. Contributions of lesser amounts could be accommodated with plaques on trees, the flagpole, program banners, individual equipment items, and works of art, or dedication plates in books.

Recognizing that the Development Board is in a good position to know what effect the downturn in the economy might have on possible large donations, she has asked the Development Board to proceed using their best judgment of what is fair and possible.

Stokes moved, and Taylor second a motion, to support the Development Board in requiring a “significant level of funding” in order to place a name on an area of the new library. Spencer asked if there were questions or discussion. Stokes asked that the Board be invited to make contributions and help identify donors as the process proceeded. Hearing no further comments, Spencer called for a vote. All voted in the affirmative.

*Tentative Dedication and Grand Opening.* Wangsgard suggested the Board consider dedicating the library February 27<sup>th</sup> with a Grand Opening to follow on the following Monday, February 29<sup>th</sup>. Discussion of these tentative dates and the dedication program will be placed on the December Board agenda.

*Main Library Staging for Renovation.* Library employees are committed to handling the staging and move out of the Main Library on their own, rather than hiring the private sector to complete the task. The goal is to save as much money as possible in order to enhance the renovation process. The work group is developing and executing a plan that will require several months to complete. The goal is to move out of the second floor by December 31<sup>st</sup> and out of the lower level by January 31<sup>st</sup>. Additional information will be shared as the plan progresses.

Stokes asked if the Board and others could volunteer to help with the move.

Wangsgard explained that different levels and types of support would be needed throughout the process. Karen Burton had returned to serve as the Library Collections Coordinator and oversee the movement of all materials. Her guidance is a welcome asset. Instead of staff training on Veteran’s Day, all employees will begin moving collections out of storage at Main and into the new Branch. The Board is welcome to participate at this time. The Board and Friends of the Library will be notified of each stage and how they can help.

*Ogden Planning Commission to Review Parking Lot Expansion.* The Ogden Planning Commission had agreed to again review the Main Library site plan October 7<sup>th</sup>, and consider a

request to recommend expansion.

Bertilson asked if people should attend to show support.

Wangsgard noted the community is always welcome, but there will not be an opportunity to speak or present.

Among the items the Planning Commission would reconsider are changes in the site plan that evolved out of discussions led by Ebert with Ogden City officials, and the Young Architect's Forum initiative to develop a shared vision for Lester Park. In addition, the Ogden Rotary Club's selection of Lester Park as their 100-Year Anniversary Project gave credibility to the expansion, as additional parking will be needed to accommodate increased use. The Development Fund Board had raised \$30,000 to serve as awards for architectural plans in the competition to reinvent the Park.

Wangsgard had instructed EDA Architects to proceed with developing plans for bidding the Main Library construction project with the parking lot expansion listed as an alternate. The site review process was so far behind schedule that to do otherwise would slow down progress on the project and delay getting it out to bid in a timely fashion.

Director's Report:

The hour being late, Wangsgard noted there were no anomalies or items of concern reflected on the statistical or financial report mailed with the Board packet. She called for questions. There were none.

Taylor moved acceptance of the report as mailed with the Board's packet. Jones seconded the motion. All voted in the affirmative.

Other:

Burton distributed an announcement of Wangsgard's selection by the Richard Richards Institute for Ethics at Weber State University to receive their first "Ethical Leadership Award." The award will be presented during a breakfast sponsored by the Ogden-Weber Chamber of Commerce, October 29<sup>th</sup>. Board members were invited to attend.

Stokes commended Wangsgard and noted she was certainly deserving of the distinction.

Wangsgard reminded the Board that it is really quite easy to make an ethical decision; it is the implementation that is difficult. In this way, the award is not about her but about the good work done by the entire Library group.

There being no further business, Taylor moved for adjournment. Jones seconded the motion. All voted aye.

Respectfully Submitted:

  
Julia Valle

12/1/15  
Date